

Circular 01/15

For Information

Quality Improvement

Standards Fund 2001/02

Category 1e: Basic Skills Quality Initiative

Summary

This circular provides further information on the arrangements for the basic skills quality initiative. It provides a summary of reporting requirements and templates for these reports. This circular also contains the directory of facilitators from which providers can choose their facilitator.

Eligibility for financial support from the standards fund in 2001/02

In 2000/01, the Further Education Funding Council (FEFC) extended the further education standards fund to other further education providers in addition to FE sector colleges. This will continue in 2001/02.

The standards fund for 2001/02 will also be used to support quality improvement work in voluntary and private sector work-based learning providers



Learning+Skills Council

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Annex F	Template for providers' costed action plan
Annex G	Template for facilitators' report on activity 2000/01

Further information

For further information, please contact the appropriate Learning and Skills Council local office, or write to:

The Learning and Skills Council
Cheylesmore House
Quinton Road
Coventry CV1 2WT

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In 2000/01, the Further Education Funding Council (FEFC) extended the further education standards fund to other further education providers in addition to FE sector colleges. This will continue in 2001/02. The standards fund for 2001/02 will also be used to support quality improvement work in voluntary and private sector work-based learning providers.

Basic Skills Quality Initiative

Introduction and Background

1 The survey of basic education published by the Further Education Funding Council's (FEFC) inspectorate in April 1998, identified the need to improve the quality of basic skills teaching. The report of the Moser group, *Improving Literacy and Numeracy: A fresh start*, highlighted the fact that 7 million adults have real problems with literacy and numeracy. The Council responded by providing funds from the further education standards fund to support the work of the basic skills quality initiative. The intended outcomes of the initiative are attached as annex A. More information about the basic skills quality initiative can be found in FEFC Circulars 99/24, 99/44, 99/50, 00/15 and 00/19 as well as in the Learning and Skills Council Circular 01/02. The *Guide to the Basic Skills Quality Initiative* also gives an overview of the initiative. The guide along with the FEFC circulars, can be found on the FEFC's website (www.fefc.ac.uk) and the Learning and Skills Council circular can be found on its website (www.lsc.gov.uk).

2 In 2001/02, the basic skills quality initiative is funded under category 1e of the standards fund. Through the initiative providers formerly funded by the FEFC¹ have been offered:

- four units of staff training materials which draw on good practice
- funding for the services of a facilitator, trained by the Council
- a programme of training for managers, provided for the Council by the Association of Colleges (AoC).

3 Annex B indicates the development of the initiative.

Arrangements for 2001/02 for Providers Formerly Funded by the FEFC

4 Since the launch of the initiative, awareness of the importance of basic skills provision has been raised nationally. On 1 March 2001, the government launched *Skills for life: The national strategy for improving adult literacy and numeracy skills* and pledged that £1.5 billion would be spent on basic skills provision over the next three years.

¹ The providers formerly funded by the Further Education Funding Council are: general further education colleges; sixth form colleges; tertiary colleges; specialist colleges of agriculture and horticulture; specialist colleges of art and design; specialist colleges of performing arts; designated colleges; LEA-maintained external institutions; independent external institutions; independent specialist colleges for students with learning difficulties and/or disabilities; higher education institutions and dance and drama schools in receipt of DFEE/DFES awards.

The Council has extended the scope of the initiative accordingly. Providers are now encouraged to also take account of basic skills provision at level 2 and in English for Speakers of Other Languages (ESOL) programmes, when drawing up their action plans.

Arrangements for 2001/02 for Work-Based Learning Providers

5 In 2001/02 the scope of the initiative has been widened to work-based learning providers. Each local council will receive funding to engage the services of a Council-trained basic skills facilitator. The facilitator will work with each local council to help them involve work-based learning providers in the initiative.

6 The basic skills quality initiative materials are currently being revised to make them relevant to work-based learning providers. The materials are a central feature of the initiative and all facilitators will be trained to use them.

7 The facilitators will work with local Learning and Skills Councils to assist them in identifying and assessing the specific local basic skills needs and ways of improving and developing the provision to meet these local needs. The facilitator may also be used to assist the Council in meeting its basic skills targets by providing specialist advice or in supporting quality improvement networks, new or established, or in any way that will support and fulfil the aims and objectives of the initiative. This may lead to work directly with work-based learning providers.

8 Each local council will be given a number of facilitator days and a funding allocation in the form of a lump sum, to help it implement the initiative. Further guidance on the arrangements for the involvement of work-based learning providers in the basic skills quality initiative will be made available when they have been finalised.

Funding Arrangements for Providers Formerly Funded by the FEFC

9 The providers formerly funded by the FEFC will receive an allocation determined using a formula based on Council-funded student full-time equivalents (FTEs); each provider receives a minimum of five days and a maximum of twenty days.

10 The funding allocation for each provider is based on a cost of £350 per day. This sum takes into account a fee of £250 for the facilitator, plus £100 to cover any costs the facilitator may incur, such as travel and subsistence. Providers who do not spend all of their funding allocation may use the balance remaining to purchase additional facilitator days or finance staff release.

11 Providers must use a minimum of three days or 50% of their allocation of days, whichever is the greater, to purchase facilitator time. If their allocation allows, up to 50% may be used either to release staff for work with their facilitator or to allow staff time to meet together to work on achieving the objectives set out in their action plan.

12 In response to feedback providers will now choose their own facilitator. The facilitator, however, must have been trained by the Council and appear in the directory. A directory containing the names of facilitators and some information on each of them, is attached as annex C.

Reporting Requirements for Providers Formerly Funded by the FEFC

13 Annex D gives a summary of the reporting requirements for both providers and facilitators. Annex E gives the template for the provider reports, annex F the template for providers' costed action plan and annex G the template for the facilitator report.

Training and Development Programme for Providers Formerly Funded by the FEFC

14 The training and development programme is managed, marketed and delivered on behalf of the Council by the Association of Colleges (AoC). To date over 800 delegates from over 300 providers have attended the 18 events that have been held since November 2000.

15 The AoC are currently organising up to a further nine events to be held before the end of December 2001.

16 The AoC are also planning a series of nine regional recall events for the period from January to March 2002. The events will be restricted to those providers who have attended a previous training and development programme event and attendance will be limited to the event within the provider's own region (based on regional development agency regions). The purpose of each recall event is to enable providers to share experiences and disseminate good practice.

Next Steps for Providers Formerly Funded by the FEFC

17 Providers have been notified of their funding allocation by letter from their local council. This letter outlines their allocation, the conditions for its use and includes the funding certificate for providers to return accepting or declining the allocation; the name of the local council's primary contact for the basic skills quality initiative is also included in the letter.

18 The funding certificates should be returned to the named contact at the local council as soon as possible.

19 Should any provider who received funding for the initiative in 2000/01 not submit an interim report by the deadline of 31 January 2002, the Council will reclaim the 2001/02 allocation.

Next Steps for Work-Based Learning Providers

20 No further action is required from work-based learning providers at this time. The relevant local council will be contacting you in due course with details of how you may become involved.

A handwritten signature in black ink, appearing to read 'John Harwood', with a stylized flourish at the end.

John Harwood, Chief Executive

Annexes

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Annex A: Intended Outcomes of the Basic Skills Quality Initiative

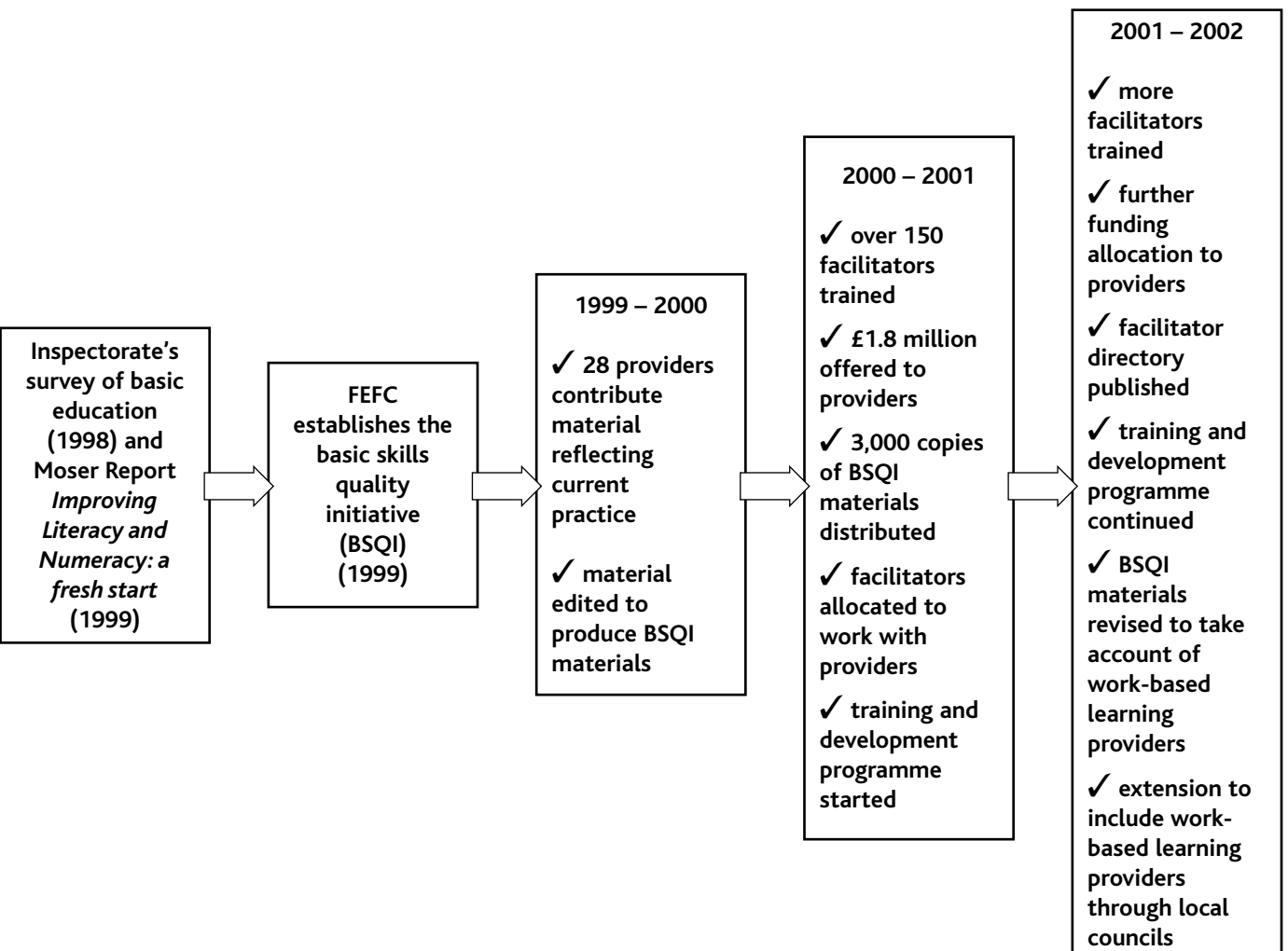
The intended outcomes of the basic skills quality initiative are:

- improvement in the quality of basic skills provision
- improved experience for learners
- increase in the numbers of learners participating in basic skills provision
- improvements in retention and achievement rates on basic skills programmes.

It was also hoped that the initiative would contribute to:

- improvement of the United Kingdom's position in the European performance table, in terms of the proportions of the population with satisfactory literacy and numeracy skills
- more effective involvement of further education providers in learning partnerships
- improvement in people's capacity to work and progress in education and employment.

Annex B: Development of the Basic Skills Quality Initiative



Annex C: Directory of Basic Skills Quality Initiative Facilitators

Introduction

In 2001/02, the Council will no longer make the allocations of facilitators to providers. As described in paragraph 12, providers will now choose their own facilitator. The following facilitators have all successfully completed a programme of training. Providers selecting a facilitator from this directory will be entitled to claim financial support from the standards fund. For your information, the following abbreviations are used throughout the directory:

Geographical Regions

ER	Eastern Region
EM	East Midlands
GL	Greater London
NR	Northern Region
NW	North West
SE	South East
SW	South West
WM	West Midlands
YH	Yorkshire and Humberside

Types of provider

GFEC	general further education college
EI	external institution
ISC	independent specialist college
SFC	sixth form college
HEI	higher education institution

Subject specialist providers

A&HC	agriculture and horticulture college
A&D	art and design college
D&D	dance and drama college

Other abbreviations

ABE	adult basic education
ACER	association of colleges in the eastern region
AE	adult education
AES	adult education service
ALI	adult learning inspectorate
BSA	basic skills agency
BSQI	basic skills quality initiative
BSI	British standards institution
C&G	city and guilds
EAL	English as an additional language
EFL	English as a foreign language
ESF	European social fund
ESOL	English as a second language
FE	further education
FEDA	further education development agency
FEFC	further education funding council
HE	higher education
ICT	information and communication technology
ILQI	inclusive learning quality initiative
LEA	local education authority
LSC	learning and skills council
LSDA	learning and skills development agency
NIACE	national institute of adult continuing education
OCN	open college network
PGCE	post-graduate certificate in education
QCA	qualifications and curriculum authority
SRB	single regeneration budget
TEC	training and enterprise council
TSC	training standards council
UFI	university for industry
YT	youth training

Annex C: List of Facilitators

Roger Adams

13 Ryle Road
Sheffield S7 1HT

Tel: 0114 2553 998
e-mail: roger.adams@tesco.net
roger.adams@sheffcol.ac.uk

Availability: 20 days
Region: EM/NW/Y&H
Type of provider: GFEC/EI/SFC

Division manager for basic skills and EAL at The Sheffield College since 1993, responsible for a large and diverse primary programme as well as the provision of support. Particular experience in promoting literacy campaigns in bilingual communities, using literacy assistants as advocates and informal tutors. Worked for 20 years in comprehensive schools, including 12 years as head of English in a multi-ethnic inner-city school. Considerable experience with both well-motivated and disaffected 12-18 year olds. Med focussed on the development of bilingual learners. Particular interest in the development and adaptation of learning materials and the use of group work to promote learning.

Yasmin Akbar-Shah

Apartment 5, Langford House
10-12 Gloucester Street, Faringdon
Oxon SN7 7HY

Tel: 01367 244 098 (home)
020 7450 9240 (work)
e-mail: yasmin.akbar-shah@morleycollege.ac.uk

Availability: 10 days
Region: GL/SE
Type of provider: GFEC/ISC/HEI/EI/SFC

Currently director of basic skills and ESOL/EFL at an adult education college. Experience includes 12 years in education, six at management level. Curriculum experience includes: basic skills, ESOL/EFL, students with learning difficulties and disabilities and learning support. Previously, a part-time FEFC inspector for programme area 10 and now an associate inspector for the ALI/OFSTED. Registered as an IL and BSQI facilitator.

Jennie Ancell

9 Queens Close, West Moors
Ferndown, Dorset BH22 0HW

Tel: 01202 895 384
e-mail: jennie.ancell@btinternet.com

Availability: 150 days
Region: National
Type of provider: EI

Formerly head of Bournemouth ABE and deputy head of adult education. Now an independent consultant, specialising in basic skills, work-based basic skills, teacher training and quality management. A qualified trainer in literacy, numeracy and basic skills in the workplace. Experienced in training within a corporate training environment, youth and adult training for work contracted to TECs and the Employment Service, and commercial experience as a customer services manager and staff trainer. Recent projects involve the BSQI, work as distance learning adviser and tutor for Learndirect and an intensive teacher training programme for the BSA. Holder of the diploma in business excellence.

Yasmin Awan

2 Brantwood Oval, Heaton
Bradford BD9 6QP

Tel: 01274 308707 (work)
01274 546515 (home)
Fax: 01274 305764

Availability: 10 days
Region: NR/Y&H
Type of provider: GFEC/EI

Over 10 years experience of working in adult education for an established external institution, the Cathedral Centre awarded a grade 1 by inspectors for its provision. Recently promoted from basic skills/outreach and art and design manager to senior manager for learning, specialising in curriculum development. Since 1998, has carried out considerable amount of development work in community projects related to basic skills, as well as working to raise levels of literacy in local industry. Has been a consultant for LEAs and external institutions, on assessment and the development of basic skills curricula. Enjoys staff development, particularly training staff in quality assurance for basic skills.

Diane Bagur

7 Toll Bar, Cottesmore
Rutland, Leicester LE15 7DP

Tel: 01572 813 045
Fax: 01780 485 285
e-mail: diane.bagur@talk21.com

Availability: 12 days
Region: ER/EM
Type of provider: GFEC/ISC/EI/SFC

Began career in basic skills working for Leicestershire LEA, becoming numeracy co-ordinator for the Rutland ABE scheme. Worked in an FE college before specialising in prison education as basic skills manager. Pioneered the training of prisoners as volunteers, introduced ICT and developed basic skills support in the workplace. Has always taught, and continues to teach on C&G 9281 certificate courses. Currently employed by City College as a deputy Education Manager. Remains strongly committed to good basic skills provision, working as a facilitator and as a lead and regional trainer for the BSA core curriculum training programme.

Colette Beazley

24 Broadoaks Road, Sale
Cheshire M33 7SR

Tel: 0161 282 2173
Fax: 0161 952 4718
e-mail: cbeazley@stcoll.ac.uk

Availability: 20 days
Region: NW
Type of provider: GFEC/EI

Currently working as a basic skills co-ordinator in an FE college. Over 20 years experience of education and educational management within the primary and adult sector. Extensive experience in working with adults in non-traditional settings, most recently for family learning initiatives. An associate of the Institute of Personnel Development and holder of all basic skills qualifications currently available.

Vivien Blackshaw

Salford College, Wardley Campus
Mardale Avenue, Manchester M27 9SQ

Tel: 01612 115502
Fax: 01612 115500
e-mail: vblackshaw@salford-col.ac.uk

Availability: 20 days
Region: NW/WM
Type of provider: GFEC/EI/SFC

Currently a programme manager in an FE college with responsibility for adult basic education, discrete provision for students with learning difficulties, ESOL and non-vocational programmes. Has 10 years management experience in FE and 26 years teaching experience in the primary sector and FE. Has taught ABE for 18 years and still does so. Additional experience includes community education, open learning, family literacy and parental involvement. Is up to date with the national strategy for basic skills and has regularly attended and delivered training events in basic education.

Gwen Blake

Broomstair, Green Lane
Wrangway, Wellington, Somerset

Tel: 01823 662 666 (home)
01823 366 384 (work)
Fax: 01823 366 418 (work)
e-mail: gvb@broomstair.demon.co.uk
(home)
gvb@somerset.ac.uk (work)

Availability: 35 days
Region: SE/SW/WM,
GL
Type of provider: GFEC/ISC/HEI/EI/SFC

Currently curriculum manager in a large FE college with 18 years of experience of basic skills in an adult, community and FE cross-college context. A graduate. Has previous experience as a primary teacher, team leader and programme manager, and as an assessor, internal verifier and external verifier. Has set up workplace, family literacy/numeracy and community provision, developed literacy/numeracy support across the curriculum. A specialist in training and staff development. A national and regional trainer for BSA. Recently helped write the materials for the introduction to the adult core curriculum training package. Also wrote and is piloting a degree level 'certificate of education (HE) in teaching literacy and numeracy'.

Jean Blakeley

Ferndale Cottage, 32 Rasen Road
Tealby, Market Rasen
Lincolnshire LN8 3XL

Tel: 01673 838719
079 8944 3662
e-mail: jeanblakeley@yahoo.co.uk

Availability: 20 days
Region: ER/EM/NW/Y&H
Type of provider: GFEC/ISC/HEI/EI/SFC

Currently employed as director of education of a specialist residential FE College. Teacher trained and qualifications in special education with a masters degree in education. Twenty years experience in FE, teaching adult basic skills and students with learning difficulties and disabilities and training teachers. Formerly a manager in a large FE college (adult and community education, basic skills, key skills, foundation programmes, and provision for those with learning difficulties and disabilities). Other FE experience includes developing cross-college learning support and managing liaison with schools. Experienced as a verifier and moderator and as an independent consultant. Currently a local Learning Skills Council board member and a member of the local learning partnership. An associate inspector of the Adult Learning Inspectorate.

Sheila Bower

Burton Road Centre, Park Lane College
Burton Avenue, Leeds, LS11 5EA

Tel: 0113 2162478
Fax: 0113 2162341
e-mail: s.bower@mail.parklanecoll.ac.uk

Availability: 15 days
Region: Y&H
Type of provider: GFEC/EI

Currently basic skills training programme manager at a large, general FE college which has an extensive community-based adult education programme. An experienced external verifier for City and Guilds, and a lead trainer for the DFES/BSA curriculum training. Has over 20 years' experience of curriculum and staff development in basic skills, working with a broad range of providers. Is involved in teaching observations and grading across the college. Has provided consultancy and training in diverse contexts, including: N. Yorkshire TEC, Isle of Man College and County Cork, S. Ireland (European trainer placement).

Ruth Braithwaite

5 Manor Farm Court, Huggate
York YO42 1TQ

Tel: 01377 288 422
01482 781 913
Fax: 01482 798 418
e-mail: ruthbraithwaite@hullcc.gov.uk

Availability: 20 days
Region: NR/Y&H
Type of provider: EI

Currently a senior lecturer in basic skills with Kingston Upon Hull Adult Education Service. Over 13 years experience in basic skills mainly in external institutions, but also in a variety of other settings, rural and inner-city areas. For the past four years, manager of family learning programmes, funded through the DFES, and of an SRB project, 'positive parenting', in partnership with the library service and the pre-school learning alliance. Expertise in training tutors and quality assurance. Experienced in working with community groups to design course which incorporates basic skills for non-traditional learners.

Jenny Brown

Gibbs Orchard, Sutton Road
Somerton, Somerset TA11 6QP

Tel: 01458 274 841
e-mail: jennybrownuk@yahoo.co.uk

Availability: 120 days
Region: National
Type of provider: GFEC/EI

Twenty-five years experience of basic skills teaching, of organising, developing and co-ordinating basic skills provision and of training staff, in adult/community education and general FE college settings. Responsibility for learning support and key skills during the 1990's. A particular interest in the development of integrated programmes of study.

Sheila Brown

RCAT, Eastwood Lane
Rotherham S65 1EG

Tel: 01709 362 111 ext 2703
Fax: 01709 373 053
e-mail: sbrown@rotherham.ac.uk

Availability: 5 days
Region: Y&H
Type of provider: GFEC

Head of division of key skills and support in an inner urban FE college, managing a diverse team of vocational and specialist staff and co-ordinating the delivery of an integrated programme of key skills and additional support across all vocational areas. Background is in adult basic skills and communications for students with learning difficulties and disabilities and for disaffected 16 year olds. Has delivered nationwide FEDA seminars on systems of initial assessment and support. Trains tutors for the C&G 7324 qualification. In November 2000, completed an MEd dissertation on the selection of an appropriate computerised initial assessment instrument for a college.

Sue Brown

Truro College Open Learning Centres
Haven House, Quay Street
Truro, Cornwall TR1 2UY

Tel: 01872 261 151
Fax: 01872 261 145

Availability: 25 days
Region: SE/SW/WM
Type of provider: GFEC/ISC/HEI/EI/SFC

Is a qualified teacher and has worked with all age groups over the last 30 years. Present role in an FE college combines management responsibility of open learning centres with a practical involvement in the development of basic skills provision for adults and young students. Enthusiasm for working in basic skills came with 'On the Move'. Particular expertise is in assessment and support of basic skills, dyslexia and ESOL in community and institutional settings. Has been an external verifier for City & Guilds 730, 9281, and 9285 qualifications and a consultant to the MSC and TECs, on basic skills provision.

Alison Browne

34 Manor Court Road
Hanwell, London W7 3EL

Tel: 020 8607 8329
Fax: 020 8891 5998
e-mail: browne_hanwell@compuserve.com

Availability: 20 days
Region: GL/SE
Type of provider: GFEC/EI

Over 20 years' experience in adult basic education in college and outreach community settings. Seven years experience in the tertiary sector with the 16-19 age group. A specialist in numeracy and literacy, has contributed to staff training at regional level. An external verifier for City & Guilds. Additional experience in teaching application of number and communications and applying key skills in a vocational area. Offers an advisory role in basic skills, additional learning support and the identification of good practice.

Paula Burton

Holme Cottage, Knowle Sands
Bridgnorth, Shropshire WV16 5JL

Tel: 01746 766 561
e-mail: Burtho@aol.com

Availability: 20 days
Region: National
Type of provider: GFEC/ISC/EI

Previously vice principal for curriculum and quality in a medium sized general FE college. Other senior management responsibilities have covered basic skills, health, social and additional support and child care. Teaching experience includes work with students with severe learning difficulties, basic skills, childcare and social work. Since retiring 1997 has worked as an associate inspector for the TSC, the ALI and the ALI/OFSTED, has been a ILQI and BSQI facilitator and has acted as a private consultant undertaking teaching observation. Is a non-executive director of NHS health authority, a magistrate and a lay visitor for voluntary community services in homes for the elderly, children and people with disabilities. Particular expertise and experience in the field of basic skills are: Curriculum organisation and management, performance in basic skills, and students with learning difficulties.

Jackie Carthy

1 Hunsdon Farm Cottages, Eastwick Road
Hunsdon, Ware SG12 8PP

Tel: 01920 872 597
e-mail: jackie.carthy@ukgateway.net

Availability: 80 days
Region: ER/SE/GL
Type of provider: GFEC/EI

Sixteen years experience of delivering and managing basic skills for Kent adult education service before becoming basic skills manager with county-wide responsibility for external basic skills projects and a programme of tutor training. More recently, as a manager at Enfield college, responsibility for cross-college basic and key skills, a large full-time ESOL programme and basic skills tutor training. Since January 2000 a part time inspector of Basic Skills, initially with FEFC, then with the ALI. A BSQI facilitator since September 2000 also a North London regional trainer for the new adult literacy curriculum.

Christine Clements

Wakefield College, Margaret Street
Wakefield WF1 2DH

Tel: 01924 789269
Fax: 01924 789242
e-mail: c.clements@wakcoll.ac.uk

Availability: 10 days
Region: Y&H
Type of provider: GFEC

Basic skills support co-ordinator at Wakefield college. Responsibilities include: screening and assessment of students; organisation and delivery of literacy and numeracy support; delivery of primary basic skills; management of basic skills mentors team. Fifteen years' experience of basic skills, covering all aspects of provision. Recent training includes: advanced TESOL, the OCR diploma for teachers of learners with specific learning difficulties, BSA training the trainers. Main area of expertise is dyslexia. Currently delivering BSA training on the new core curriculum (literacy). Has recently written training modules in literacy and numeracy. Preferred providers: small organisations seeking to develop basic skills provision.

David Crabtree

21 Dimsdale Street, Hertford
SG14 1PH

Tel: 01992 501 845
e-mail: davcrab@waitrose.com

Availability: 50 days
Region: ER/EM/GL/SE/WM
Type of provider: GFEC/EI/SFC/HEI
Subject specialist providers: A&HC

Current activities include basic skills/key skills support to providers with AOC and LSDA, BSA lead trainer for Essex/Herefordshire, QCA auditor for entry level and BSQI facilitator. Contemporary expertise encompassing basic skills developments across all phases: Mentor - graduate teacher status, Primary, Secondary Schools Learner Support, SMT raising quality and achievement, HE - teacher training in Specific Learning Difficulties (MA and Diploma). I have sufficient expertise at Department, Faculty and SMT management level to help providers put into place today that which is required for tomorrow.

Lynne Cutts

Orchard House, 8 Blind Lane
Horsham St Faith
Norwich NR10 3JQ

Tel: 01502 525 071
Fax: 01502 500 031
e-mail: lynnecutts@yahoo.co.uk

Availability: 20 days
Region: ER/EM/GL
Type of provider: GFEC/ISC/EI

Director of learning support with 15 years experience of managing and teaching basic skills. Extensive involvement in curriculum development of programmes for students with basic skills needs/behavioural problems/learning difficulties and/or disabilities, particularly in organising basic skills provision within the various programmes. Experienced in forging links with individuals and groups within the wider community, including partnerships to deliver non-schedule 2 projects, and to provide basic skills in different settings. Has particular expertise in formulating policies and procedures for basic skills in college and community settings. Qualifications include a masters degree in education and a post-graduate diploma in special educational needs.

Diane Dalby

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Derbyshire S40 3JS

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e-mail: dalbyd@chesterfield.ac.uk

Availability: 10 days
Region: EM/WM/Y&H
Type of provider: GFEC/SFC

Involved in basic skills over the last 10 years, both as a practitioner and as a manager. Is currently a learning skills manager in a college, with a cross-college responsibility for basic skills. A particular interest in numeracy, arising from a background, and a degree in mathematics. Is an OCN moderator and trainer for the adult numeracy core curriculum intensive training. Currently involved in developing new numeracy qualifications and ways of presenting basic skills to adults in the community.

Tracy de Bernhardt Dunkin

9 Connaught Road, Seaford
East Sussex

Tel: 01332 896 057
e-mail: tracydebd@hotmail.com

Availability: 20 days
Region: SE
Type of provider: GFEC/ISC/EI

Involved in basic skills since 1984, through work in adult education, further education, and the voluntary sector. Has run the City & Guilds 9281 and 9282 series and was an external verifier for these from 1992 to 1997. A manager of prison service provision, learning support in FE colleges, ESOL and adult basic education in the community and provision for those with learning difficulties and disabilities. Has worked with many minority ethnic groups, travellers, refugees (including Kurdish and Sudanese refugees) and asylum seekers. Currently works with the homeless suffering mental ill health, learning disabilities and drug or alcohol addiction. Has a qualification in dyslexia and a post graduate diploma in literacy and adult learning.

Tim Deignan

14 Queens Terrace, Station Road
Otley, West Yorkshire LS21 3JE

Tel: 01943 461 757
e-mail: timdeignan@hotmail.com

Availability: 30 days
Region: NR/NW/Y&H
Type of provider: GFEC/EI/ISC/SFC/HEI
Subject specialist providers: A&HC/D&D/A&D

Currently evaluating the effectiveness of study skills support provision in the faculty of education at the University of Manchester, developing multi-media educational resources for dyslexia support, and acting as a freelance facilitator for the ISC and LSDA. Extensive experience of lecturing and managing in FE and the private EFL sector in the UK and overseas. This experience includes management and delivery of student support, basic skills, adult basic education, English as an additional language, key skills, English for academic purposes, academic literacy, study skills, dyslexia support, initial screening and assessment, quality assurance, and teacher training (FE & HE).

Kath Dodd

60 Rednal Road, Kings Norton
Birmingham B38 8DR

Tel: 0121 433 3494
Fax: 0121 433 3494
e-mail: KathMDodd@aol.com

Availability: 50 days
Region: WM
Type of provider: GFEC

Recently head of a large programme area in a further education college, managing a diverse team of specialist staff. Throughout a 20 year career in adult education and further education, main interest has been in basic skills. A lot of experience in basic skills management and curriculum development. Has a particular interest in tutor training and quality assurance in basic skills, and has been a consultant for the BSAs first quality mark. At present, lead trainer for the Birmingham and Solihull LSC on the new intensive literacy training. Holder of a masters degree in education, with experience of teaching up to degree level.

Jill Dowrick

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Availability: 20 days
Region: SE/GL
Type of provider: Any

A teacher for over 20 years, mostly in the FE sector with learners with learning difficulties and/or disabilities, and learners with basic skills needs. Currently, the inclusive learning manager with responsibility for additional learning support, basic skills and supported programmes for learners with learning difficulties. An ILQI facilitator for FE providers, charitable projects and adult education providers. Involved in the development stage of the BSQI material. A recognised trainer for the BSA intensive teacher training programme in literacy and in numeracy.

Barbara Durrant

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Availability: 20 days
Region: EM/WM
Type of provider: GFEC/EI

Development officer and co-ordinator for basic skills. An experienced practitioner and centre manager with responsibility for developing and co-ordinating a wide range of basic skills provision. Specialist in basic skills at work, currently managing and advising on work-based projects in partnership with trade unions. Extensive experience of family literacy and numeracy projects in partnership with schools and the community. Has initiated schemes to attract reluctant learners through family learning programmes. Currently monitoring quality assurance systems to ensure high standards of teaching and learning. Previously involved in developing cross-college learning support and evaluating resources, including ICT. Experienced trainer.

Kate Esmond

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Availability: 20 days
Region: ER/EM/Y&H
Type of provider: EI

Has worked for various local authorities in the adult basic skills field. Currently basic skills co-ordinator for a thriving local authority community learning (adult education) service. Basic Skills are delivered from the five centres and from numerous community venues. Manages ESOL provision, work with adults with learning disabilities, a small work-based programme, and an extensive family learning programme which is delivered from various primary schools and basic skills provision. Extensive training experience. Has taught C&G 7307, 9285 and 9281 certificate courses and holds the RSA training the trainers and RSA ABE diplomas.

Sue Flawn

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Availability: 10 days
Region: GL/SE/SW
Type of provider: GFEC/ISC/EI

Currently works managing a basic skills provision, in an FE college which includes extensive community and partnership work, family work, and work with young people in respect of their primary goals and learning support. A regional trainer on the current basic skills teacher training initiative. Has worked in basic skills for more than 20 years, first teaching literacy and numeracy and developing basic skills projects, then as a manager. Provides basic skills expertise for a variety of local projects, as the educational partner.

Joy Foster

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Availability: 60 days
Region: NW/Y&H
Type of provider: GFEC/EI

Thirty years' experience in further education, primary and secondary schools. Formerly, responsible for the management and organisation of basic skills (support and primary provision), key skills, and GCSE maths and English in a large FE college. Established systems for initial assessment and the recording of basic skills support. Has worked previously as an ILQI facilitator, and currently as a BSQI facilitator. Areas of interest include staff development in readability and learning materials. Teaching experience includes the city & guilds 9281 series, basic skills, and mathematics and English on GCSE and 'return-to-learn' and access programmes.

Jane Foster

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Availability: 20 days
Region: EM/WM
Type of provider: GFEC/ISC/HEI/EI/SFC
Subject specialist providers: A&HC

Development manager for widening participation in a general FE college. Responsibilities include the development of link provision for disaffected key stage 4 students, provisions for new deal and community/outreach work, and support for students particularly those with additional learning needs. Experience of teaching on a wide range of vocational foundation programmes, access to HE and GCSE/A level science courses. A long-standing member of the college's and SEMOCN's quality committees, and a trained internal auditor well versed in quality assurance systems. Key and access moderator for NEMOCN and an AQA examiner. Main areas of interest include basic skills in the community, at work and within vocational programmes.

Pamela Frame

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Availability: 20 days
Region: GL
Type of provider: GFEC/EI

Has worked in colleges in the Harrow area of North West London for over 20 years and is currently a freelance education and training consultant with particular expertise and interests in basic skills and ESOL/EFL. Has inspected basic skills and ESOL for the FEFC and TSC and is now doing so for ALI/OFSTED. Has worked extensively with colleges, adult education services and work-based training providers on strategies to improve the quality of provision and has a particular interest in developing internal systems for lesson observation. Has been an ILQI facilitator. At present working for LSDA on evaluating initial assessment and qualifications for ESOL learners as part of the national ESOL training and development project team.

Janet Gathercole

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Availability: 20 days
Region: Y&H/NW
Type of provider: GFEC

Worked in basic education for 20 years. Currently, basic skills development manager for Liverpool Community College, leading on standards fund dissemination of good practice in basic skills and working intensively with a number of colleges. In February 2000, produced a handbook for BSA/TUC on good practice in teaching basic skills. From June 2001, working part time on a project with BSA to develop a brokerage scheme with North West LLSCs.

Pauline Gibbons

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Availability: 150 days
Region: NW/WM/YH
Type of provider: GFEC/EI

Experienced primary and secondary teacher. Also experience with pre-school children. Post graduate management certificate. C&G 9285 and 9281 teaching certificates in literacy and ESOL. Has worked with community groups, training organisations in the workplace and in family education. Manager of a number of local and national projects. Most recently, a national trainer at Lancaster University: 'Breaking Down Barriers' course (involving specific workplace training for basic skills tutors). Lead trainer with an LLSC for basic skills core curriculum training. Has developed a basic skills awareness course with NOC accreditation and a materials support pack. Has also developed and delivered a 'train the trainers' course for this qualification.

Elaine Goodall

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Availability: 26 days
Region: EM
Type of provider: EI

Manager of a large community based adult basic education service within an FE college since 1994. For 13 years before that, an adult basic education tutor in a county-wide service. Areas of expertise and experience include teacher training, staff development, curriculum development, family literacy and numeracy, and dyslexia in adult basic education. Recently involved initially in delivering the 'training the trainers' courses for the BSA and speaking about the government's 'keeping up with the children' programme on a national and regional basis. Currently working regionally on the BSA's training to deliver the new core curriculum for basic skills.

Kathryn Green

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Availability: 20 days
Region: NW
Type of provider: GFEC

Over 20 years experience in further education. Currently working as inclusive learning manager at Wigan and Leigh college. Extensive experience of working with students with learning difficulties and/or disabilities and entry level curriculum. Has been an ILQI facilitator since 1998. Co-ordinated the contribution which the college made to the BSQI materials. Has worked with LSDA on the new curriculum framework for SLDD.

Clare Griffin

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Availability: 20 days
Region: GL/SW
Type of provider: GFEC

Involved in basic skills in a variety of contexts for many years. Currently basic skills programme co-ordinator at Filton College in Bristol with management responsibility for curriculum development, quality, marketing, outreach, internal verification, staff development and appraisal. Has experience in running workbased provision, open learning support, family learning and community provision. Particular area of expertise is staff training. A long standing county trainer, has recently become a member of the regional training pool for Avon. Presently involved in lifelong learning partnerships and networks in Bristol and South Gloucestershire.

John Griffin

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Availability: 15 days
Region: NR
Type of provider: GFEC

Head of faculty of business and learning skills at Middlesbrough College, a medium sized tertiary college, soon to merge. Twenty nine years teaching experience, 13 years in local comprehensive schools, the remainder in FE. A background in mathematics and computing. Teaching and management roles have always included responsibility for basic skills. Recent work on integrating basic skills and key skills with other aspects of vocational teaching and learning. Involved with the local ISC and other local groups in discussing and planning a strategy for improving the basic skills of students, residents and workers in Middlesbrough.

Barry Grindrod

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Availability: 60 days
Region: ER/SE/EM/GL
Type of provider: GFEC/ISC
Subject specialist providers: A&HC

Until recently, a senior manager in a large FE college with responsibilities which included curriculum, quality and student support. Has worked freelance for a number of colleges, Norfolk life long learning partnership, Norfolk and Waveney TEC and Norfolk Careers Services, almost always on projects to do with improving access and participation. Before retirement from college, chaired the county widening participation and non schedule 2 committee and is currently chair of the Norfolk information advice and guidance network. Experienced in the practicalities of developing basic skills provision and of management perspectives on basic skills.

Steve Hailstone

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Availability: 20 days
Region: NW/Y&H
Type of provider: GFEC/EI
Subject specialist providers: A&HC

As principal of Lancashire College, an adult education provider in Chorley, has executive management responsibility for all elements of the college's work. In addition, bears strategic responsibility for the development of basic skills provision across the LEA's adult education service. Previously an English teacher who taught literacy and a senior curriculum manager in an FE college whose responsibilities included the management of all adult basic education. Has worked with four colleges as an ILQI facilitator and is currently a BSQI facilitator for a large FE college and a land-based college.

Linda Hallwood

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Availability: 5 days
Region: Y&H
Type of provider: GFEC/EI/ISC
Subject specialist providers: A&HC

Currently centre manager of teacher education at Wakefield College for the Huddersfield University Consortium. Twenty years experience in basic skills and training and development. Former Fairbairn Fellow and community initiatives manager with wide experience of community work and related specialist areas. Former member of the basic skills national support project team, with extensive knowledge of on-course support in FE. Training and development consultancies include work on national projects the prison service and the Prince's Trust.

Paul Hambley

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Availability: 25 days
Region: Y&H/NW/NR/WM/GL
Type of provider: GFEC
Subject specialist providers: D&D

Basic skills manager at Thomas Danby College. Responsible for basic skills programmes across the college. Currently seconded to co-ordinate the Pathfinder project in Leeds. Lead trainer (literacy) for national core curriculum training in West Yorkshire. 25 years' experience of work in basic skills and ESOL in inner city areas. Particular interests include the teaching of basic skills through vocational education, work and leisure activities. Has extensive experience of promoting and monitoring equal opportunities, and in the areas of teacher education and resource development.

Susan Hammond

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Availability: 20 days
Region: Y&H
Type of provider: GFEC/SFC
Subject specialist providers: A&HC

Basic skills manager/practitioner in large FE college. Responsibility for primary, on-course and additional support literacy and numeracy. Extensive staff development experience including City and Guilds 9281/2/3, dyslexia awareness, readability, assignment writing, additional support modes and funding methodology. Lead regional trainer in BSA intensive teacher training in new curriculum. Has spoken for FEDA on initial assessment for dyslexia and was involved in a FEDA project on initial assessment and development of 'searchlight' computerised assessment. Has led organisational changes including setting up systems for dyslexia assessment and support, additional support to mainstream course, Summer schools and provisions for 'non-traditional' groups. Involved in writing the college's and the local LSC area action plan for basic skills.

Sue Hankinson

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Availability: 40 days
Region: ER/GL/SE
Type of provider: GFEC/HEI/EI/SFC

Former senior manager responsible for curriculum and quality in a general FE college. Prior to that a varied teaching career with many types of student and work ranging from basic skills to A level. Currently working with a number of colleges on activities which included developing quality assurance systems, self-assessment and classroom observation and staff training concerned with developing varied methods of teaching and learning.

Meryl Harris

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Availability: 20 days
Region: ER/SE/EM/GL
Type of provider: GFEC/EI

Currently site principal of two sites of Barnfield College, Luton, a large college of further education. One site specialises in discrete basic skills and ESOL and also provides to over 50 locations in the community. The other site specialises in a range of vocational work. Has been involved in basic skills for over 25 years as a teacher, trainer, external verifier and manager. Previously ran a county-wide basic skills specialist service for the LEA in Bedfordshire and was county co-ordinator (basic skills) for Essex. A member of the senior management team in Barnfield College since 1994. Responsibilities include cross-college co-ordination of basic skills.

Barbara Harrison

Consultant
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Availability: 30 days
Region: NR/NW/Y&H
Type of provider: HEI/EI
Subject specialist providers: A&D

Twenty-five years experience as a practitioner in FE. Assistant principal at New College, Durham, 1997 to 2000, with responsibility for a wide curriculum from key stage 3/entry level to masters degree, and for management of support for students. An ILQI co-ordinator throughout stages 2 & 3 and a BSQI facilitator since spring 2001. Currently studying for a diploma in disability studies and working for the Durham Learning City Partnership. Strong commitment to meeting the needs of learners, particularly those facing challenges or barriers to undertaking learning of their choice.

Kryssy Hartley

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Availability: 20 days
Region: EM/WM/Y&H
Type of provider: GFEC/HEI/EI/SFC

Currently seconded from Derby Tertiary College, Wilmorton to the University of Derby as manager of a widening participation project. Twenty years experience of teaching/training/mentoring in the post-16 sector, including support for all ages and levels of ability in basic skills. Ten years curriculum management role in a large FE college with cross-college responsibility for key skills, community education, open learning, learner services and unitisation. Recently involved in nation-wide delivery of a customised basic skills programme in the workplace. Has worked in industry and schools.

Andrew Hepton

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Availability: 30 days
Region: National
Type of provider: GFEC/HEI/EI/SFC

Over 20 years experience in the development, delivery and management of basic skills provision. Currently quality assurance manager, developing and implementing quality assurance systems across a large FE college, with particular responsibility for basic skills (provision graded 1 by FEFC inspectors 2000) and return to learn programmes. Led on the achievement of the BSA quality mark. Experienced in staff training and development and in teacher education. College internal inspector. Experience as an ILQI facilitator. Recent work with a number of organisations on developing basic skills provision.

Christine Hoey

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Availability: 25 days
Region: NR/NW
Type of provider: GFEC/EI

Currently, cross-college co-ordinator for basic skills at Preston College with responsibility for basic skills planning, widening participation, quality assurance/improvement and staff development. Seventeen years' experience in basic skills (literacy, numeracy, ICT) in a wide variety of contexts. Key responsibilities have included: programme team leadership of basic skills; professional development (City and Guilds 9281 series and 9285, together with basic skills staff development in-house and to external agencies); cross-college internal verification and quality assurance for City and Guilds Wordpower and Numberpower and Open College basic skills awards. Development of basic skills external verification and membership of various recognition panels. Co-ordination of community education primary basic skills provision and departmental quality/self-assessment co-ordinator.

Sarah Jane Holmes

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Availability: 20 days
Region: GL/SE/SW
Type of provider: GFEC/HEI/EI/SFC

Currently study skills co-ordinator and tutor trainer in the adult education sector. Twenty years experience in basic skills (literacy, numeracy and ESOL) in further and adult education, involving teaching, tutor training, and management of core and project-based provision. Previously a member of a college governing body. Currently working with a range of colleges on preparation for inspections, development of training programmes, managing change, enhancing the curriculum and developing quality assurance systems. Interested in development of community based provision and ICT and basic skills.

Janet Holmes

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Availability: 10 days
Region: NW/YH
Type of provider: GFEC/SFC

Currently principal lecturer in basic skills at Tameside College, a role which includes curriculum design and development and setting up new provision. Twenty years experience of teaching and managing basic skills. Has worked in outreach, workplace and college settings on provision which includes family learning, BSA special projects, and basic skills and key skills cross-college workshops. An internal verifier and an external moderator for Greater Manchester Open College Network. Involved in training staff on part of the staff development programme within the college. Has also run workshops on material production for regional courses. Has taught on courses for the initial certificate in basic skills, in literacy, numeracy and ESOL, and acted as an external verifier for these courses. Team leader for Tameside College in the first stage of the BSQI, literacy trainer for basic skills curriculum training.

Sue Hopkins

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Availability: 20 days
Region: GL/SE
Type of provider: EI

Currently, basic skills curriculum manager for Kent adult education service with an overview of basic skills in discrete provision, family programmes, workplace, prison and community. Twelve years experience in basic skills. Qualifications include City and Guilds 9281 and 9285, PGCE, and D32/33/34 assessor verifier qualifications. Now, an approved literacy curriculum trainer. Preferred area and particular expertise: development of community and family programmes with open college accreditation.

Chris Hopwood

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Availability: 8 days
Region: EM/NR/NW/Y&H
Type of provider: GFEC/SFC

Currently programme area manager for basic skills at Wakefield College. Wide experience of basic skills project work, including work with European partners, the Regional Development Agency and BSA. From 1993 to 1998 was seconded to national support project for colleges, to promote the development of basic skills support in colleges nationally. Recent development work includes: involvement in devising staff training programmes for delivery of the new curriculum; involvement as field consultant on the new national support project for the quality mark; work with the Prince's Trust on the development of basic skills staff training, to make basic skills an integrated part of all Trust programmes for young people. Associate inspector (basic skills) with the ALI.

Naomi Horrocks

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Availability: 40 days
Region: ER/EM/WM
Type of provider: EI/ISC/HEI

Former senior manager in one of the largest external institutions in the UK with responsibility for basic skills, special needs, student services and funding. Has worked both in London and Norfolk as a basic skills practitioner and manager. More recent experience has included work with national organisations such as NIACE, the University of East Anglia, Norfolk LEA and adult education organisations in the eastern region. Also on the register of consultants for LSDA. Areas of experience include developing the curriculum, working in the community, additional support, funding and working in partnership.

Sue Hughes

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Availability: 25 days
Region: EM/WM
Type of provider: GFEC/EI

A division manager in a general FE college with responsibility for basic skills, humanities, care, child care, business and administration, leisure and tourism, catering and hair and beauty programmes. Knowledge and current experience of work-based learning including preparatory training. Involved in self-assessment, action planning, and appraisal. Is a budget holder and a member of the quality assurance and observation team. Recent experience of working with adult and community colleges. Previously a special needs co-ordinator with substantial experience with teaching students with learning difficulties and disabilities. Particular interests are review and evaluation, individual learning plans and observation of learning. Holder of an MA in management and special needs.

Sandra Hulett

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Availability: 20 days
Region: ER/EM/SE
Type of provider: GFEC/EI

Head of department for adult and community education within a large multi-site FE college since 1994. Previously deputy head of an LEA community education centre funded as an external institution by the FEFC. Areas of interest and expertise include basic skills and ESOL, particularly curriculum design and quality assurance. Has been involved in a range of projects including basic skills in the workplace and community based projects using ESF and SRB funding. Has taught courses leading to the City and Guilds initial certificate and further and adult education teaching certificate stage 2.

Julie Hursthouse

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Availability: 10 days
Region: NW/WM
Type of provider: GFEC/EI
Subject specialist providers: A&HC

A varied background working in schools and prisons and with 'external providers' and an LEA. Has set up and run community-based provision for an LEA and for an FE college. Currently working for a large general FE college managing basic skills teacher training. Is a trainer for the new BSA core curriculum courses.

Jayne Illingworth

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Availability: 20 days
Region: NW
Type of provider: GFEC

Curriculum manager for basic skills at Skelmersdale and Ormskirk Colleges. Over 14 years experience in basic skills teaching including literacy, numeracy, ESOL, family literacy and dyslexia support. Management responsibilities currently include primary provision, cross-college support and developing outreach/community provision. Involved in the delivery of basic skills qualifications and training.

Alwyn Inkson

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Availability: 50 days
Region: ER/EM/NW/Y&H/NR
Type of provider: GFEC/HEI/EI/SFC

Currently working with further education colleges, sixth form colleges and the adult education service to promote and improve inclusive learning and basic skills programmes. Has 20 years' experience in FE as a lecturer in computing and as a manager of curriculum development, staff development, student support and inclusive learning. Is an OCN moderator for IT, new start for women, and independent living skills programmes. Member of a project team in the North-East researching the feasibility of operating a centralised sensory support system. Areas of expertise include learning support, programme design and the use of information technology on basic skills programmes.

Debra Johnson

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Availability: 20 days
Region: SW
Type of provider: GFEC/EI/ISC/HEI/SFC

Over 12 years experience in co-ordinating basic skills provision for an F.E. college with a large rural catchment area. Expertise in the development of community based programmes through partnerships and in making basic skills an integral part of vocational education and training. Holder of an M.Ed and has experience in design and delivery of training for basic skills and vocational teachers.

Bill Jones

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Availability: 12 days
Region: EM/WM
Type of provider: GFEC

A middle manager at Burton College for over 3 years. Responsible for basic skills, provision for students with learning difficulties and additional learning support. Previously, the college's inclusive learning initiative co-ordinator. Steered the college's basic skills provision through an FEFC inspection and has particular knowledge and experience of developing a whole-college approach to basic skills and of staff development in basic skills. Currently involved in delivering the BSA curriculum training in Staffordshire.

Neena Julka

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Availability: 10 days
Region: WM
Type of provider: GFEC/EI

College head of faculty of learning and skills development. An associate ALI/Ofsted inspector and prior to this a registered FEFC inspector. Has been inspecting basic skills, ESOL and students with learning difficulties and disabilities national provision for the last eight years. Previously a consultant to the UFI, has led on the development of ESOL materials. A member of the advisory board of the language development network. Has contributed to the BSQI initiative through the basic and key skills convergence project and is a trained BSQI facilitator.

Gary Kirkley

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Availability: 150 days
Region: ER/EM/NR/NW/Y&H
Type of provider: GFEC/ISC/EI

Has worked over 25 years with students with learning difficulties and basic skills needs. Spent 10 years in special education as a head teacher. Currently, responsibilities in a general FE college for basic skills, provision for students with learning difficulties and disabilities, and ESOL. During 2000 to 2001 worked with FE providers on developing basic skills provision, organising workshops on initial and diagnostic assessments, methods of teaching and learning, accreditation, organising documentation for lessons, and behaviour management. An OFSTED inspector in the areas of basic skills provision for students with learning difficulties and disabilities and ESOL.

Susie Knight

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Availability: 30 days
Region: National
Type of provider: SFC/EI/HEI/GFEC
Subject specialist providers: D&D

Consultant in curriculum development, professional development and organisational change. Experience of management in a large FE College and several years working in an advisory/development capacity with about 20 colleges. An experienced teacher trainer with a particular interest in psychology and the development of literacy. Recent experience of delivering literacy strategy training for teachers in schools.

Valerie Lancaster

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Availability: 5 days
Region: Y&H
Type of provider: SFC

Over 20 years experience in a variety of roles at, primary, secondary and post-16 levels. Previously head of department in a sixth form college with responsibility for planning and delivering A level, GNVQ courses and basic skills. More recently appointed co-ordinator of the vocational access programme with specific responsibility for basic skills across the college. Member of several working parties for inclusive learning, key skills and basic skills. Experience in organising and delivering training for adults in the industrial sector. Awareness of strategic planning, self-assessment and quality assurance issues relating to basic skills.

Philippa Lester

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Availability: 5 days
Region: Y&H/NW/NR
Type of provider: GFEC/EI
Subject specialist providers: D&D/A&D

Has worked in adult education and further education colleges for 20 years, teaching and co-ordinating literacy, numeracy, ESOL, and general education provision. A basic skills co-ordinator at Park Lane College before becoming deputy director and, since September 2000, acting director of the department of adult and continuing education at the College. Has participated in several consultancies for the BSA, LSDA and the FEFC. Involved, since January 2001 with the co-ordination of the Yorkshire regional pathfinder. A particular interest in widening participation and recruiting new learners.

Ian Livingstone

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Availability: 60 days
Region: National
Type of provider: GFEC

Highly experienced basic skills consultant and former manager of one of the largest providers of adult and basic education in the FE sector. Project consultant on a large number of national projects for the BSA and NIACE. Over 15 years experience of adult and basic education, with a number of publications on issues related to basic skills, including family learning and regeneration. Currently a BSQI facilitator for a variety of FE providers, including two of the largest city-based colleges and one of the largest rural-based colleges. Experience of working with the voluntary and community sector and of developing basic skills provision in new environments. Speaker at national and international conferences and project manager for a variety of projects funded by government or the ESF. Working with a number of local LSCs and learning partnerships in developing basic skills action plans.

Caryn Loftus

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Cleveland TS14 8HT

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Availability: 20 days
Region: NR/Y&H
Type of provider: EI

Has worked in the field of basic skills for 10 years, initially as a literacy and numeracy tutor and more recently as a basic skills co-ordinator. During that time has gained the C&G 9285 certificate and subsequently trained tutors. Since January 2001, has worked as a freelance basic skills consultant: undertaking work for the BSA as a field officer for the northern region; working with three external institutions in the first round of the BSQI; working as head trainer for Tees Valley, organising literacy and numeracy curriculum training.

Sally Macdonald

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Availability: 20 days
Region: EM/NW/WM/Y&H
Type of provider: GFEC/ISC

Currently deputy head of a department of health and social science with particular responsibility for students with learning difficulties and disabilities and basic skills provision. Fourteen years experience in further education, mostly working in these areas, and involved in teaching, curriculum development, staff development and management. Work on adapting staff development in basic skills to enable teachers to cater for a wide range of students including work-based learners. Particular interests lie in making basic skills provision relevant to different groups and differing circumstances and in methods of recognising progress and achievement.

Valerie Mackenzie

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Availability: 120 days
Region: National
Type of provider: GFEC/EI/ISC/SFC/HEI
Subject specialist providers: A&HC/D&D/A&D

Helped to set up and manage a large additional support area within an FE college, involving 163 staff. The area was subsequently awarded a grade 1 by FEFC inspectors and described as 'outstanding'. Since leaving the college in 1998, has worked as a free-lance consultant undertaking extensive work within the FE sector. Has worked on a number of assignments for AOC as a registered consultant, and is an ILQI and BSQI facilitator working with over 40 institutions. Has also undertaken a number of assignments for ACER. Specialist areas are: additional support, learning difficulties/disabilities, basic skills, ESOL and teaching and learning.

Margaret Malik-Cann

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Availability: 30 days
Region: WM/EM
Type of provider: GFEC/EI
Subject specialist providers: A&D/D&D/A&HC

Over 20 years experience of the FE sector, with responsibilities directly related to the development and support of basic skills as head of students with learning difficulties and disabilities, study support co-ordinator, inclusive learning manager and effective learning manager. Has managed a FEDA project, 'Inclusive Learning: From Policy to Practice', and worked extensively with a number of colleges on a range of issues related to basic skills; including initial assessment, teaching and learning strategies, key skills, self-assessment and strategic planning. An experienced staff trainer, has spoken at a range of regional events and worked with colleges in delivering a number of training sessions related to basic skills.

Jenny Marr

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Herts SG5 1XB

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Availability: 70 days
Region: National
Type of provider: GFEC/ISC/HEI/EI

Former manager in further education, including management of adult basic education, learning support services and entry level provision. Varied experience in teaching and management in FE and secondary schools, and as an ILQI facilitator. Has undertaken research and development projects for FEDA (now LSDA) on funding models, and provision for students with learning difficulties. Wide experience, in a voluntary capacity, in local government and community groups. Currently specialises in consultancy and training, including: improving teaching and learning; developing provision and support for disadvantaged learners, particularly those with basic skills needs; collaboration; acting as a critical friend.

Jocelyn McIntyre

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Availability: 20 days
Region: NR
Type of provider: GFEC/EI/SFC

Currently adult education officer for Stockton LEA. Responsible for strategic planning and the delivery of a balanced curriculum, including basic skills and family learning, for approximately 8,000 students. Fifteen years teaching experience covering 'Restart', 'Job Club' for the private sector, basic skills in the prison service and work in two large colleges with responsibilities which included cross-college screening, additional support claims, staff development, volunteers, teacher training and internal verification. Currently working with Best Value and Charter Mark. Breadth of experience working with a wide range of college and students in the community.

Patrick McKinley

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Tel: 0151 526 2339
079 2999 8089 (mobile)

Availability: 20 days
Region: NW
Type of provider: GFEC/EI/HEI

Sixteen years experience in teaching basic skills, developing the basic skills curriculum and managing large scale basic skills provision. Extensive experience of delivery and operational management in a range of settings, including college, community, school and workplace based provision. Has written numerous business, operational and strategic plans, and acted as chair for 'skills for life' planning group for a learning partnership. A wide range of experience customising basic skills standards/curriculum for individuals and groups. Involvement in improving provision through post-inspection action planning, self-assessment, staff development and developing programme management structures. Has contributed to regional and national conferences on key skills and spent four years as moderator/examiner for key skills. Fourteen years industrial and commercial experience in the public and private sectors.

Jane McLaughlin

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Availability: 30 days
Region: GL/SE/SW/EM/WM
Type of provider: GFEC/HEI/EI/SFC

Over 20 years' experience of teaching and managing basic skills and ESOL in adult/community and further education. Areas of specialism include learning support on academic and vocational courses, initial assessment, team building and community outreach. Also some workplace experience. ILQI facilitator for seven adult/community colleges, two sixth form colleges and two FE colleges, 1999-2001. Independent consultant since January 1999 with successfully completed assignments for LSDA, QCA and awarding bodies. Registered as a trainee ALI associate inspector, July 2001.

Kevin Millam

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Availability: 15 days
Region: GL/SE
Type of provider: GFEC/ISC/HEI

Extensive experience in FE. Is currently deputy head of school of basic education and study support at Lambeth College. Has also worked abroad as an EFL teacher. Took part in a Socrates-funded project on open and distance learning for bilingual learners. Author of Computer Assisted Language Learning – A Practical Guide to integrating CALL into the ESOL Curriculum. Special areas of interest include: study centres, additional learning support, basic skills, family learning and computer-assisted learning. Has implemented the BSA's adult literacy core curriculum training.

Liz Millman

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Availability: 150 days
Region: ER/EM/SW/WM/NW
Type of provider: GFEC/ISC/HEI/EI

Previously Director of Beacon Award winning Department for Basic Skills, working with over 50 community based organisations and companies, developing effective training and organisational strategies. Specialisation includes: Workplace Basic Skills, Community Provision, Family Learning, ESOL, Dyslexia, voice recognition technology, and working with the most 'hard to reach' learners. Currently Director of 'Learning Logistics' with recent consultancy contracts to work for the Learning and Skills Council, NIACE, the University of Wolverhampton, and the Jamaican Movement for the Advancement of Literacy Foundation. Member of the Workplace Basic Skills Network National Steering Group. Editor of 'Basic Skills and Further Education' (1998).

Brian Mitchell

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Availability: 200 days
Region: ER/GL/SE/WM
Type of provider: GFEC/ISC/EI/SFC/HEI
Subject specialist providers: A & D

NVQ level 5 in listening and commiseration! Extensive experience in senior management in tertiary colleges. Major responsibilities for curriculum, quality and staff development, and as the College nominee. Experienced in self-assessment, data analysis, target setting and benchmarking. Currently an education consultant, working with the local OCN and acting as a BSQI facilitator with 10 institutions. As a facilitator, has made presentations to governors and staff on issues such as initial assessment and individual learning plans, and helped match learning resources to the new adult core curricula.

Patricia Moore

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Availability: 20 days
Region: GL/SE
Type of provider: GFEC/SFC/HEI

Has worked in education since 1972. Experience includes teaching and management in schools, adult and further education. Most recent post was as faculty director responsible for ESOL, students with learning difficulties and disabilities, basic skills and faculty resources. An education consultant since 1997, activities include research and development projects for the Surrey widening participation project, co-ordination of the Surrey non-schedule 2 project and work in colleges on modularising the adult curriculum. Has also worked on LSDA projects on retention and achievement, leadership, basic skills, initial assessment and learner support. A member of the LSDA quality improvement team, was ILQI facilitator for six colleges and is currently BSQI facilitator for four FE colleges.

Jenny Murphy

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Availability: 90 days
Region: National
Type of provider: GFEC/EI/ISC/SFC/HEI
Subject specialist providers: A&HC/D&D/A&D

A free-lance consultant since 1998, has undertaken extensive work within the FE sector. Is a recognised ILQI facilitator and has worked with over 13 organisations, including adult education organisations. As a BSQI facilitator is currently working with 11 organisations, including adult education and non-sector organisations. As a registered AOC consultant, has undertaken a number of assignments for AOC. Also, undertaken a large amount of staff development for ACER. From 1990 to 1998, head of school for foundation studies and head of additional learning support. Provision was awarded a grade 1 in the first round of FEFC inspections. Specialist areas are foundation studies, additional learning support and cross-organisation implementation of basic skills. Recently appointed as an additional inspector for OFSTED.

Alison Noel

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Availability: 20 days
Region: SE/SW/WM/EM/GL
Type of provider: GFEC/EI/ISC/HEI

A practitioner in basic skills for 10 years, including work with LEAs and training providers. Has a successful track record in developing basic skills in the workplace. Seconded to the workplace basic skills network for two years, supporting its DfEE contract. Freelance work since March 2001 includes: a research project for the DfES Adult Basic Skills Strategy Unit; advising LSDA and NIACE; monitoring quality mark application for the BSA; and capacity building for the Basic Skills Unit Belfast. A BSQI facilitator, specialisms include working with training providers, external providers and work-related basic skills.

Elizabeth Norland

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Availability: 5 days
Region: SE
Type of provider: GFEC/SFC

Curriculum manager for basic skills and additional support in a large FE college in Hampshire with responsibility for additional support teaching across the college. Particular expertise in the screening of all students. The basic skills provision at the college and in the community involves over 1300 students. Has previously set up work-based basic skills programmes and helped to make an integral part of basic skills provision.

Filomena Oates

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Availability: 15 days
Region: GL/SE
Type of provider: GFEC/SFC/EI

Currently assistant principal, community learning services at Guildford College of Further and Higher Education. Over 30 years' experience in all aspects of education including schools, teacher training, FE colleges and adult education. Particular expertise and experience in managing and leading basic skills and ESOL provision in the community as well as in investigating funding opportunities for basic skills projects in the community. A committed member of the basic skills steering group for the lifelong learning partnership.

Alison O'Brien

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Availability: 20 days
Region: ER/EM/GL/NW/WM
Type of provider: ISC/EI/GFEC

Holder of a masters degree in special education with 14 years experience in providing for students with special needs. Qualified teacher of the hearing impaired with an additional specialist qualification in autism (adults). Currently working as director of learning at a residential college for young adults with learning difficulties. Responsibilities include the development and implementation of key structural and organisational changes to reflect good practice, the planning and delivery of staff training, curriculum development and review, including the review of basic skills provision, and quality assurance. Has guided the college through a recent FEFC inspection, in which provision was awarded a Grade 1.

Angela O'Donoghue

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Availability: 15 days
Region: NR/NW
Type of provider: GFEC/ISC/EI/SFC

Currently director of curriculum at Wigan & Leigh College. Twenty years experience of working in FE, with a background in basic skills and support for students with learning difficulties and disabilities. Has worked in a number of colleges as an inclusive learning facilitator and in a range of consultancy and training roles. Extensive experience of the strategic management of basic skills and the implementation of a strategic vision across an organisation. Also expertise in implementing basic skills support on mainstream vocational programmes and developing primary basic skills provision.

Robert Pheasant

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Availability: 20 days
Region: National
Type of provider: GFEC
Subject specialist providers: A&HC

Currently head of learning support at Rodbaston College, Staffordshire, a specialist college for land-based studies. Present post carries responsibility for the co-ordination and delivery of learning support and basic skills across all curriculum areas. Holder of a masters degree in vocational education and training and a qualified basic skills practitioner with over 17 years experience of teaching basic skills and students with learning difficulties and/or disabilities. A BSQI Facilitator, working with seven land-based colleges.

Ros Pilkington

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Availability: 30 days
Region: NW/WM
Type of provider: GFEC/ISC/EI
Subject specialist providers: A&HC

Has worked in adult basic skills and ESOL in Manchester, Oldham and Cheshire. Currently, learning and development manager at the Co-operative College. Particular experience in community-based provision, family learning, staff development and workplace learning. Is an accredited national trainer for basic skills in the workplace.

Liz Powell

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077 9618 0442 (mobile)

Availability: 60 days
Region: National
Type of provider: GFEC/SFC

Currently working with four colleges as a BSQI facilitator. Teaches basic skills every week for four hours and teaches courses leading to the City and Guilds 9282/3/4 qualifications to college staff in the Midlands. Works for a community college as their basic skills consultant and is part of a teacher training team delivering the old and new teaching curriculum at two other colleges. An internal verifier for basic skills, profile of achievement 7307/1/2, and the City and Guilds 9281 series, leading to the initial teaching certificate in basic skills. Worked for six years in the City College Birmingham community network as programme manager and a member of the colleges' quality assurance and teaching audit team. A trained ESOL tutor.

Brenda Pride

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Availability: 80 days
Region: ER/NR/NW/WM/Y&H
Type of provider: GFEC/ISC/HEI/EI/SFC
Subject specialist providers: A&HC

A teacher/educator for 30 years, a curriculum development officer at the DES, a further education, youth and community officer, and a college vice-principal and principal. Has the experience to understand and try to help to solve a significant number of the issues which will be presented by, and to, colleges through the BSQI. Work as a QI facilitator with a number of colleges over the last two years has helped me to understand and develop that particular role in order to help colleges and staff and support nominated co-ordinators.

Douglas Pride

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Availability: 80 days
Region: National
Type of provider: GFEC/ISC/HEI/EI/SFC
Subject specialist providers:
A&HC/D&D/A&D

Lecturer in communication skills, chief examiner in communication studies, and a teacher trainer. Enjoys multicultural teaching. Experience in designing and delivering staff development in TEFL/TESL. Trainer in neuro linguistic programming and a trained counsellor. Experience as head of department, vice principal and principal. Author of books and articles about communication. Independent consultant and manager trainer. Also trainer for ISO9000, IIP and European quality award.

Ruth Quilter

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Availability: 60 days
Region: ER/EM/WM
Type of provider: GFEC/ISC/HEI/EI/SFC
Subject specialist providers: D&D/A&D

Over 20 years experience of working in a range of educational establishments, including schools and HE. Currently runs a consultancy service, working with colleges on self-assessment, preparation for inspection in basic skills and students with learning difficulties and disabilities, and in raising standards of teaching and learning. Previously a learning support manager in an FE college, developing cross-college basic skills screening and a strong support service. Has considerable experience as a facilitator for all stages of the ILQI. More recently engaged with colleges and external institutions in developing basic skills provision at strategic and operational levels. Key speaker at several national conferences. Curriculum guide, 'A Right to Know', was published by Longmans.

Najma Razaq

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Availability: 100 days
Region: EM/GL/SW/WM/Y&H
Type of provider: GFEC/ISC/EI/SFC
Subject specialist providers: D&D/A&D

Formerly, director of development at City College, Birmingham with responsibility for community developments, including external funding and external partnerships. Over 15 years experience of developing and delivering basic skills and ESOL provision for diverse inner-city minority ethnic communities. Extensive and successful advocacy of basic skills students at corporate policy level and of translating policy into effective curriculum strategies. Areas of interest and expertise include widening participation, curriculum design, curriculum efficiencies, funding and quality assurance. Additional expertise developed through responsibility for human resources as non-executive director for the NHS. Expertise in equal opportunities, audit and disability issues. Fluent in Punjabi and Urdu.

Robert Redpath

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Availability: 100 days
Region: NR/NW/WM/Y&H
Type of provider: GFEC/ISC/HEI/EI/SFC
Subject specialist providers: D&D/A&D

Took early retirement in 2000 from the post of vice principal (curriculum) in a general FE college. Thirty years experience in teaching and management starting as a teacher of English, communications and ESOL. First senior management appointment was as head of a department of community education. Has, therefore, had experience of basic education at both an operational and strategic level. Since retirement, has worked as a BSQI facilitator for three large colleges and as a training consultant to the Commonwealth Games pre volunteer programme. The PVP is an entry/level 1 programme, currently operating at 15 colleges. It is aimed at helping residents in disadvantaged areas become volunteers for the Games, and in so doing, acquire new skills which will equip them for employment.

Geraldine Roberts

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Availability: 60 days
Region: ER/EM/NR/NW/Y&H
Type of provider: GFEC/EI/ISC/SFC
Subject specialist providers: A&D

Currently facilitating the BSQI with a number of large, small and medium sized further education colleges, a sixth form college, an art and design college and three LEA's. Formerly, vice principal and director of studies of a general further education college, with key responsibilities for strategic development and student services. Previously divisional principal of a large and varied community education service in a major city, with provision which included an extensive ABE programme, and city co-ordinator of an LEA-funded, ABE Service. Recently retrained as a basic skills tutor. Current classroom experience and knowledge of the adult basic skills curriculum.

Dianne Robinson

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Availability: 10 days
Region: National
Type of provider: EI

Has worked as a basic skills organiser for the last 14 years. Currently organises literacy and numeracy provision for local authority/community education within the City of Derby. Specialism is in training. Has regularly delivered training for City & Guilds 9282, 9283, 9285 and 7307 qualifications. Also delivers 'one off' training in response to local priorities and staff development needs. Particularly active in helping Derby City Council gain the BSA post-16 quality mark in February 2001. Currently working for the BSA supporting the implementation of the literacy and numeracy curriculum within the East and West Midlands.

Kate Robinson

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Availability: 7 days
Region: EM/WM
Type of provider: GFEC/EI/HEI/SFC

A co-ordinator of adult basic skills provision, has worked in both adult and further education. In addition to managing and improving established adult basic skills provision, has been responsible for managing major developments such as the introduction of family and parent learning provision, additional learning support, an open learning centre and numerous community based basic skills projects aimed at specific groups, such as travellers and people recovering from drug misuse. Among recent initiatives has been the matching of basic skills to the new curriculum, involving a review of assessment, action planning, teaching, and procedures for monitoring students' achievements.

Sandy Robinson

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Availability: 100 days
Region: NR
Type of provider: GFEC/EI/ISC/HEI

A qualified teacher and holder of a higher degree in special education. Previous experience as a mainstream/special school teacher and in FE senior management. Currently working as an education consultant. As a consultant, has researched/implemented a wide programme on 'collaboration' (including curriculum and staff development), has worked with the local OCN on 'quality', has been an ILQI and BSQI facilitator for FE and external institutions, and has sat on the board of a workshop for people with mental health problems. At present, researching provision for people with sensory disability. Basic skills has been a very large part of all of the work undertaken.

Chris Rooke

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Availability: 30 days
Region: NW/Y&H/WM
Type of provider: GFEC/HEI/EI/SFC

Currently assistant principal with responsibilities for basic skills. A teacher trainer for many years and a former college staff development officer, has over 25 years experience in teaching and educational management, in college and schools. Holder of a masters degree in education and has recently successfully undertaken OFSTED training, (specialist area, basic skills). Approved Trainer of school governors with a wide experience of community based education provision, including consultancy work on advice and guidance and working in partnership. Areas of interest and expertise include staff development, curriculum development, community liaison, quality assurance, the use of performance indicators and benchmarking, and training for school governors, especially in relation to inspection.

Judith Rose

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Availability: 80 days
Region: ER/GL
Type of provider: GFEC/HEI

Currently director of student support at Suffolk College, Ipswich. Has worked in higher, further, adult and community education in London and Suffolk for over 20 years, specialising in basic skills and work with students with learning difficulties or disabilities. Experience of basic skills work as volunteer, tutor, internal verifier, OCN moderator, manager and staff trainer. Consultant to NIACE and FEDA on projects related to students with mental health problems. As member of Skill special interest group on mental health has contributed to publications and conferences. Qualified in diagnosis and support of adults with dyslexia. At Suffolk College, has successfully introduced cross-college screening for basic skills needs and joint summer schools, has led a BSA-funded development plan and on-going staff development programme and two successful bids for the BSA Quality Mark. Qualified as regional trainer in literacy for the BSA initial teacher training scheme. Member of Suffolk Lifelong Partnership basic skills strategic training group.

Jill Ross

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Availability: 10 days
Region: GL
Type of provider: EI

Trained as a volunteer literacy tutor in Bethnal Green in 1976, and since then has developed an expertise in basic skills, becoming a paid part-time tutor in Islington and finally moving to LB Waltham Forest in 1990 as a full-time open learning centre co-ordinator. Now the curriculum manager for English and mathematics, responsible for a large programme of basic skills, including family learning. Extensive experience of designing and delivering training in basic skills and other areas of work. Recently, a member of a team of regional trainers carrying out the national core curriculum training. Particular areas of interest are community-based basic skills provision and basic skills in the workplace.

Kathryn Rudd

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Availability: 20 days
Region: GL/NR/NW/SW/WM/Y&H
Type of provider: GFEC/ISC/HEI/EI

Currently employed as a senior manager with responsibility for student assessment, funding, basic skills and student support. Previous roles have included managing departments for adult/community provision and students with learning difficulties and disabilities. Specialist basic skills qualifications include the City & Guilds 9282/9283, and an MEd (SEN). Is currently researching for a PhD, analysing effective support for learners with challenging behaviour. I have extensive experience of basic skills, working with a range of learners and providers as a practitioner and manager.

Shelagh Rumbelow

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West Street, Oldham

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Fax: 0161 911 4220
e-mail: els.s.rumbelow@oldham.gov.uk

Availability: 10 days
Region: NW
Type of provider: GFEC/EI

Has worked in FE, but more recently in an LEA which is a direct provider of adult and community learning. Previously a basic skills practitioner, currently occupies a strategic management position which encompasses basic skills. Basic skills are delivered as discrete provision which involves over 500 learners. Some of the provision comprises special projects for young people; for example, the Learning Gateway of ESF projects. The ILQI facilitator within the LEA as well as the BSQI leader.

Pauline Ruth

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Widnes Cheshire

Tel: 0151 510 1241
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Availability: 5 days
Region: NW
Type of provider: GFEC/EI

Former middle manager in FE responsible for basic skills, learning support, landbased industries and provision for students with learning difficulties/disabilities. Trained and experienced in monitoring and evaluating teaching/learning. Consultant for ALBSU in the 1980's with the newly formed training agencies. Varied experience in teaching, management, staff development and organising and running regional conferences, especially in the fields of basic skills, equal opportunities, disability, anti-poverty/social inclusion and regeneration. Now manager of a large voluntary organisation in Widnes, which has, as one of its services, a large SRB community capacity (education and training) building project.

Kate Scales

Wayside Cottage, 15 Main Street
Normanby, Nr Scunthorpe
North Lincolnshire DN15 9HY

Tel: 01724 720053
Fax: 01724 294020

Availability: 16 days
Region: ER/Y&H
Type of provider: GFEC/EI/ISC/SFC
Subject specialist providers:
A&HC/D&D/A&D

A senior manager in a Beacon college. Currently responsible for basic skills, provision for students with learning difficulties, and learning support. Member of a local learning partnership steering group on basic skills. Over 20 years experience in basic skills, with a particular expertise in dyslexia. Trained as an FEFC associate inspector and in providing basic skills in the workplace. A successful strategist, particularly with reference to cross-college functioning, self assessment and action planning to improve the quality of provision. Recent work as a facilitator has included self-assessment, action planning and benchmarking, staff development, and core curriculum planning.

Sue Scobie

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Guilsborough Road, Ravensthorpe
Northants NN6 8EW

Tel: 01604 770715

Availability: 30 days
Region: ER/EM/WM
Type of provider: GFEC/SFC

Has worked for 10 years in a senior management position in a general FE college. For five of those years the role included leadership of entry-level provision and development ABE, ESOL, provision for students with learning difficulties and disabilities, and learning support. Two years ago, became a freelance consultant and has worked with various institutions both independently and through the inclusive learning and basic skills quality initiatives. Specific recent briefs relating to basic skills have included: supporting the writing of basic skills curricula; self-assessment; introducing individual learning plans (basic skills); drafting a basic skills policy; developing mainstream staff to deliver/support basic skills for 16-18 year olds; promoting a whole-college approach to basic skills.

Deborah Shah

43 Cumberland Avenue
Slough SL21 1AW

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Fax: 01628 796 907
e-mail: deborah.shah@rbwm.gov.uk

Availability: 15 days
Region: GL/SE
Type of provider: EI/HEI

Between 1992 and 1999 taught and co-ordinated basic skills provision within the further education sector and for an LEA adult education service. Has a PGCE in teaching at further, adult and higher education levels, the initial certificate in teaching basic skills (literacy and ESOL) and the diploma in TESOL. Currently works in local government, and leads on basic skills issues for the LEA and for the local learning partnership. Manages the LEAs family literacy and family numeracy projects and the delivery of 'Keeping Up with the Children'. Responsible for the monitoring and quality assurance of the LEA's adult education provision. Has carried out pre-Ofsted 'shadow' inspections for other LEAs and acted as an advisor on basic skills services for providers.

Joy Shand

Acacia House
83 Underdale Road
Shrewsbury SY2 5EF

Tel: 01743 340 237
e-mail: joy@sbloor.freeseerve.co.uk

Availability: 30 days
Region: EM/WM
Type of provider: GFEC/ISC/HEI/EI/SFC
Subject specialist providers: A&HC

Has worked in further education for over 20 years, most recently as director of basic skills, key skills and additional support in a large multi-ethnic inner-city college. Experienced in teaching English as an additional language, basic skills and key skills. Has taught on City & Guilds 9282 and Cert.Ed. (FE) courses. Has also been involved in staff development both as a trainer and a manager.

Margaret Sheppard

Church House, Richard's Castle
Ludlow
Shropshire SY8 4ET

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Fax: 01746 768 735

Availability: 10 days
Region: ER/EM/WM
Type of provider: GFEC/ISC/EI

Over 25 years in education, 17 years in FE. Has worked in teacher training and been a staff trainer. Head of supportive studies for several years, co-ordinating programmes for students with learning difficulties and disabilities, and study support. Currently, organises adult basic education and leads team. Works closely with the voluntary sector and is involved in community projects throughout Shropshire. Works within the college as part of student services and as a college counsellor. A BSQI facilitator for three colleges and a freelance trainer for staff development. Has completed the BSA qualification training the trainers literacy. Is a member of the Shropshire delivery team for core curriculum.

Caroline Smale

Bridge College, Curzon Road
Offerton
Stockport SK2 5DG

Tel: 0161 487 4293
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e-mail: caroline@carolinesmale.com

Availability: 15 days
Region: NW/Y&H
Type of provider: GFEC/ISC

Currently vice principal of Bridge College. Eighteen years experience, starting as a residential social worker, before entering the field of FE. Worked in four sector FE colleges, holding management posts in three, before moving in 1999 to the specialist sector. Taught a range of learners, including students with learning difficulties and disabilities, work-based learners, disaffected young adults and adults in the community. B.Ed and post-graduate diploma in SEN and education management. Active role in staff training and development. An ILQI facilitator for three specialist and three general FE colleges. Areas of experience and expertise: pre-entry and level 1 curriculum, assessment, national awards, supporting learning, quality assurance systems and inspection. Consultant to two colleges and to the pre-entry curriculum framework (Basic Skills) group for the North West.

Ann Smith

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Eversholt
Beds MK17 9FB

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Availability: 200 days
Region: ER/EM/GL/SE/SW/WM
Type of provider: GFEC/ISC/HEI/EI/SFC

Over 17 years experience in middle and senior management of AE and FE colleges, the LEA advisory service and LEA/TEC. Director of quality assurance through FEFC inspections and British Standards Institution accreditations. Educated to postgraduate level in business and education and is a registered BSI quality assurance lead auditor. Currently working as an advisor and consultant to a wide range of providers in quality assurance, action planning, inclusive learning and curriculum development. Experience in planning and delivering staff development and training at all levels of the organisation. As an FEFC basic skills facilitator has successfully guided over 20 providers through the process of audit and target-setting, as part of their action plans for improving the quality of provision.

Pam Smith

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Nr Oswestry
Shropshire SY10 9DP

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Availability: 80 days
Region: WM/NW
Type of provider: GFEC/ISC/EI/SFC
Subject specialist providers: A&HC

A history graduate, with post-graduate qualifications in secondary teaching, adult education and adult basic skills. Twenty-five years' experience of teaching, organisation and management of adult basic skills and learning support within the Community and in further education. An experienced staff trainer. Involved in innovative basic skills development work with employers, the self-employed and schools, in metropolitan and rural areas. Ten years' experience as an external verifier. Since retiring from full-time work in 1999, has undertaken freelance facilitation and consultancy work, including work as an ILQI and BSQI facilitator. Consultancy work to date includes drawing up a basic skills action plan for a local authority and research projects.

Susan Smith

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Ramsbottom, Nr Bury
Lancashire BL0 9LE

Tel: 01706 822 158
e-mail: susan_melanie_smith@hotmail.com

Availability: 30 days
Region: EM/NR/NW/WM/Y&H
Type of provider: GFEC/SFC

Has taught basic skills in a variety of settings, from traditional ABE classes in the community to pre-recruitment courses for companies. Responsible for the management and development of basic skills support in the college. This has developed from providing basic skills support for 45 students out of class to supporting approximately 400 students in class through team teaching. Learning support received a Grade 1 when inspected. Provides basic skills and dyslexia support both in and out of class. Has developed and delivered training in basic skills teaching for basic skills tutors and subject tutors. Is involved in consultancy work. Has advised many colleges and visitors to Blackburn College on basic skills, including strand 4 funded work. A BSQI lead practitioner who has developed materials for the initiative.

Paul Smith

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North Ferriby
East Yorks HU14 3AL

Tel: 01482 633894
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e-mail: paul@orca.karoo.co.uk

Availability: 50 days
Region: NR/NW/Y&H
Type of provider: GFEC/EI/SFC

A background in access studies and teacher training, including work as a basic skills practitioner and manager. Had a successful career in post-16 education and training, latterly as a vice-principal in a large college of further and higher education. Since leaving further education in 1998, works as a freelance consultant on a wide variety of projects, including projects with the LSDA's quality improvement team. Is also a principal moderator with the Sheffield-based OCN.

Pam Stewart

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Middlesex HA0 4UN

Tel: 020 8903 7824
078 0100 9775 (mobile)
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Availability: 80 days
Region: EM/GL/WM
Type of provider: GFEC/EI/HEI

Has specialised in equality and quality issues at strategic and operational levels. Twenty years experience across the adult education, FE and HE sectors at various levels. Consultant to colleges on strategic planning, self-assessment, organisational structures, quality assurance (including BSA Quality Mark) and human resources (including staff development). Basic skills interests and expertise include curriculum design/development and delivery (including the C & G 928 series, ILPs, differentiated learning opportunities; recognising and recording non-accredited learning), and optimising additional learning support funding. Current work includes curriculum reviews for colleges/LEAs, and supporting national initiatives as an adviser for BSA, NIACE, LSDA and LSC, with particular reference to the voluntary and community sector.

Jan Summers

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Availability: 20 days
Region: GL/SE
Type of provider: GFEC/ISC/HEI/EI/SFC

The basic skills programme manager for a large mixed-economy FE college in Sussex. Also provides additional learning support as a dyslexia specialist. Key responsibilities are: curriculum management, staff training, developing basic skills across college, running a large college-wide basic skills programme, providing full-time and part-time courses on four college sites and in the community. Particular expertise in management skills, literacy, computer literacy, dyslexia, assessment and EAL.

Lesley Talbot-Strettle

Virtua Ltd
160 High Street
Rochester
Kent ME1 3LJ

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e-mail: let-s1@talk21.com

Availability: 40 days
Region: National
Type of provider: GFEC/EI/ISC

Over 20 years' experience in adult and further education, specialising in basic skills, special needs and sensory impairment. Has been an adult basic skills co-ordinator, project worker both on national and European programmes, a senior manager and is a specialist lecturer of the blind. Currently working as a consultant for both public and private sector organisations, running training programmes to raise awareness of basic skills and sensory impairment issues and developing materials. A partner in both a fifth framework and Minerva european project and working on one of the pathfinder projects piloting new approaches to the development of basic skills.

Suzanne Thompson

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Availability: 10 days
Region: ER/EM/GL
Type of provider: ISC/EI
Subject specialist providers: D&D

Currently basic skills co-ordinator for Suffolk LEA (Northern area) and literacy lead for the county. Management responsibilities include implementing strategic plans and national objectives, managing staff, programme planning, internal verification and budgeting. Experience of working on programmes funded by the FEFC, SRB, TECs and the ESF. An experienced literacy and numeracy tutor. Interest in setting basic skills in wider contexts, such as using ICT and vocational and interest-based courses, as well as increasing participation and ensuring effective progression routes.

Val Tidmarsh

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Aston On Trent
Derbyshire DE72 2UQ

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Availability: 12 days
Region: ER/EM
Type of provider: GFEC

Curriculum manager for basic skills and ESOL at a large tertiary college in Derby for some years. Has worked extensively with adult returners and 16-19 year olds. Responsibility for managing a team of full and part-time tutors and for establishing good practice in basic skills provision across the college curriculum. Also involved in training tutors and support staff in a variety of basic skills qualifications, including the new core curriculum.

Has a contract with the Home Office, as co-ordinator and teacher, working with PE instructors in prisons supporting basic skills in the workplace.

Ian Tribe

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Availability: 100 days
Region: SE/GL
Type of provider: GFEC/ISC/HEI/EI/SFC
Subject specialist providers: A&HC

Previously head of adult basic skills for Surrey County Council, has been involved in basic skills work since 1974. Considerable experience of community and outreach approaches to widening participation and use of ESF and regeneration funding. Worked for the BSA as a project leader, and subsequently as a member of the BSA quality mark development team. Consultant, trainer and project evaluator in higher and further education, including research into the IAG needs of basic skills students. Serves on the Surrey basic skills task group to oversee the county plan. A moderator for OCN qualifications. Has developed basic skills and EAL modules for accreditation. Horticulturalist, writer and broadcaster.

Julie Voyce

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e-mail: jvoyce@ccm.ac.uk or
jmv100@excite.co.uk

Availability: 50 days
Region: EM/NR/NW/WM/Y&H
Type of provider: GFEC/SFC

Currently basic skills team leader in a large FE college. Previously learning support co-ordinator in a sixth form college. Has worked in the field of adult basic skills, community education and FE since 1982, as a volunteer tutor, part-time tutor, area co-ordinator for adult basic skills, flexible learning and guidance worker, teacher trainer, learners' support co-ordinator and team leader.

Pat Walkington

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Eccles
Manchester M30 9LR

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0161 789 1810 (home)
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e-mail: patricia.walkington@oldham.ac.uk (work)
patwalkington@btinternet.com (home)

Availability: 20 days
Region: NR/NW/Y&H
Type of provider: GFEC/EI/SFC/HEI

Experienced and successful further education college manager with excellent practical, communication and IT skills. Gained Grade 1 for support for students in two FEFC inspections. Specialist areas: cross college work (strategic and operational), assessment and support of students, inclusive learning, equal opportunities, study skills, quality assurance, staff training, open/flexible learning and project management. Twenty years continuous lecturing, tutoring and support experience in FE and HE including basic skills, communication, English, learning support (including support with dyslexia) for groups and individuals. A proactive, responsive and positive person with excellent interpersonal skills and considerable experience of effecting change successfully.

Sonia Wappett

Highfield House, 25 Pike Law Lane
Scapegoat Hill
Huddersfield HD7 4PL

Tel: 079 7704 2115 (mobile)
01484 437 092 (work)
Fax: 01484 437 057
e-mail: swappett@huddcoll.ac.uk

Availability: 40 days
Region: National
Type of provider: GFEC/EI/SFC/HEI

Holder of an MA degree in applied educational studies with 25 years experience of basic skills in a variety of settings in the primary, secondary and tertiary sectors. Experience includes assessment centre work and basic skills provision in an employment rehabilitation centre; on vocational preparation programmes; with both disengaged learners and adult returners. Currently, a student services manager in a FE college and an ILQI and BSQI facilitator. As a facilitator, has worked in 11 different colleges, including adult community, FE, HEI and sixth form colleges. Has a wealth of experience in developing and disseminating good practice at all levels of these organisations.

Jane Ward

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Manchester M19 2EE

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Availability: 30 days
Region: EM/NW/WM/Y&H
Type of provider: EI

Over 18 years experience of delivering, developing and managing literacy and numeracy provision in adult and community education. This experience includes working in partnership with community-based organisations, trade unions and employers to develop provision. Good knowledge of issues relating to basic skills and urban regeneration. Specialist area of interest is good practice in the development and delivery of provision in the workplace and in diverse adult education and community-based contexts. Has worked on effective recruitment strategies, the development of the curriculum and methods of delivery, delivery methods, assessment and quality assurance.

Marilyn Watson

Soundwell College
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Kingswood, Bristol BS16 4RL

Tel: 0117 9479 273 (work)
0117 9562 668 (home)
Fax: 0117 9352 753
e-mail: watsonm@soundwell.ac.uk

Availability: 30 days
Region: GL/SW/WM
Type of provider: GFEC/HEI/SFC

Head of learning services in a medium sized further education college, with responsibility for learning support and the strategic co-ordination of basic skills and key skills. Relevant previous experience includes the co-ordination of access courses, teaching on ESOL and adult literacy programmes (in the college and in the community), and tutor training. Has ten years' experience of faculty and senior college management with wide ranging awareness of curriculum and student support issues.

Chris Watts

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Edgbaston
Birmingham B16 0EP

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e-mail: chrisw@sbirmc.ac.uk

Availability: 12 days
Region: National
Type of provider: GFEC/EI

Varied teaching and management experience in ESOL and literacy work for over 20 years, in voluntary, private, FE and institutions. Has run national training on use of ICT in languages and literacy training, developing community provision and working with refugees and asylum seekers. Has helped develop the Birmingham ESOL assessment toolkit and has recently co-authored an ESOL CD ROM. Ran a team that gained the BSA Beacon Awards for EAL in 1999. Is a national adult literacy core curriculum trainer.

Jane Wedderburn

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Cale Green
Stockport SK3 8HZ

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0161 9583141
Fax: 0161 958 3384
e-mail: jane-wedderburn@stockport.ac.uk

Availability: 30 days
Region: NW
Type of provider: GFEC/HEI/EI
Subject specialist providers: A&D

Involved in basic skills delivery in adult education and FE/HE for the past 12 years both at operational and strategic level. Currently, responsible for college-wide learning support at a large general FE college. Has successfully introduced basic skills for the new curriculum across a wide range of vocational and academic areas, delivered through partnership teaching, workshops or individual support. Experience covers community based projects for women returners, people with disabilities, the unemployed and employers. Has also worked closely with other organisations involved with basic skills delivery; for example, UFI, New Deal and large employers such as Tesco.

Jeanette Anne Welch

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Darley Dale
Matlock
Derbyshire DE4 2TZ

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e-mail: annew@portland.org.uk

Availability: 20 days
Region: ER/EM/NR/NW/Y&H
Type of provider: GFEC/ISC/HEI/EI/SFC

Started career in schools, then moved to further education. Has worked in a small community college, a very large college, and now a specialist residential college. The different types of institution have provided a varied experience of working as a practitioner and middle manager with mainstream students, and students with learning difficulties and disabilities across the age range. As well as an interest in basic skills, have been heavily involved in staff training and development over the last 10 years, in a wide variety of areas.

Sylvia Wheeler

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Halton Village
Bucks HP22 5GH

Tel: 01296 625 445
Fax: 01296 625 445
e-mail: swheeler@waitrose.com

Availability: 80 days
Region: EM/GL/WM
Type of provider: GFEC/HEI

Brings to the position of BSQI facilitator a broad range of experience and skills. Teaching experience covers primary school work, special needs, FE and HE, and includes staff development and teacher training. Has managed a department in an FE college and for six years led a large faculty created after the merger of three colleges. For the past four years worked as a self employed consultant including for two years as an ILQI facilitator working with 11 different colleges around the country. Involved in training 'trainers' for the key skills support team led by the LSDA.

Pauline Wilson

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Availability: 25 days
Region: NR/NW/WM/Y&H
Type of provider: GFEC/EI/ISC/SFC/HEI

Currently learning support co-ordinator and basic skills advisor in a large sixth form college. Has been involved in basic skills teaching throughout career. Was responsible for setting up entry and foundation level provision in the college and helped in the development of the colleges summer school provision for basic skills. Instrumental in developing the use of ILT in basic skills, so that it is now a major part of all basic skills programmes in the college. Member of the North West lifelong learning partnership for ILT in basic skills and has helped to develop and disseminate ILT materials for use within the partnership. Have spoken at national seminars on the use of ILT.

Mike Wilson

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Chapel Lane, Epperstone
Nottinghamshire NG14 6AE

Tel: 0115 966 3497
Fax: 0115 966 3497
e-mail: m.wilson11@ntlworld.com

Availability: 15 days
Region: ER/EM/WM/Y&H
Type of provider: GFEC

Almost 20 years' experience of work in the field of basic skills as a tutor, project worker for the former adult literacy and basic skills unit, and as a full time manager in further education. Extensive experience of management, especially staff development, course development and accreditation; and in teaching literacy, numeracy, ICT and creative writing. Has taught on teacher-training courses. The author of over 50 'Easy-Reader' texts for educational publishers (Hodder & Stoughton). Is an external moderator for the OCN and a BSQI facilitator.

Meena Wood

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Kent BR3 3HW

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Availability: 8 days
Region: GL/SE
Type of provider: GFEC/ISC/HEI/EI/SFC
Subject specialist providers: D&D/A&D

Professional expertise enhanced through membership of the BSA advisory committee, the Moser committee (a contribution to 'Breaking the Language Barrier') and training as an FEFC associate inspector. An interest in assessment of prior learning, led to the publication of 'APL for Bilingual Learners.' As a BBC consultant, assisted in the production of 'Inside English', and the FETV Learning Zone series. Past head of faculty in Southwark College and currently principal of Adult College Lewisham, my remit has included managing adult/community courses, basic and pre-vocational skills, design of a tutor 'tool-kit,' improving basic skills standards, student retention and achievement.

Janet Woods

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Blackmore End
Wheathampstead
Herts AL4 8LL

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e-mail: janet.woods@gofree.co.uk

Availability: 60 days
Region: ER/EM/GL/SE/WM
Type of provider: GFEC/EI/HEI
Subject specialist providers: A&HC

Basic skills specialist with 19 years experience of teaching, management, curriculum development and staff training in FE. Contributor to the BSQI materials. Tutor for both the training of facilitators and the BSQI strategic training and development events. Employed until 1999 in a large general FE college with provision ranging from pre-entry to level 4. Currently an independent consultant. Has worked with a range of providers on quality assurance and improvement, performance management, the collection and use of data, assessing and recording learning, developing discrete basic skills provision and methods of delivering learning support.

Enid Worsley

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Goring
Reading RG8 9BS

Tel: 01491 873 531
e-mail: eworsley@lineone.net

Availability: 60 days
Region: National
Type of provider: GFEC/ISC/HEI/EI/SFC

Seventeen years in FE as a basic skills practitioner and as a manager responsible for cross-college learning support, including initial and diagnostic assessment, basic and key skills, community-based and college programmes. Provision was awarded a grade 1 by FEFC inspectors. Onetime acting regional education officer with the FEFC, now employed by Association of South East Colleges as european programmes officer for ESF. A consultant with LSDA on an initial assessment and learning support and an ILQI facilitator. Areas of expertise also include good practice in tutorial provision, teaching and learning, and the development of individual learning programmes.

Barbara Zealley

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Northallerton DL7 ORD

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01609 748 899
Fax: 01609 748 900
e-mail: bazealley@rezolve.co.uk

Availability: 20 days
Region: NR/Y&H
Type of provider: GFEC/EI

Has worked in basic skills for over 10 years, as a tutor, organiser, curriculum leader and most recently as head of an LEA basic skills service. Much teaching has centred on the development of short, community-based skills courses for diverse groups of clients, such as women returners and young offenders, and on the development and delivery of family learning provision. Staff training and development have also been a central aspect of these remits. As a qualified Guidance Worker has a particular interest in the development of advice and guidance within basic skills provision. Currently involved in training, development and consultancy work for the BSA/Manchester AES, specifically on the New Deal National Support Project. Also works as a Quality Advisor for National Council for Further Education.

Annex D: Summary of Reporting Requirements for providers formerly funded by the FEFC and facilitators

Providers	Reporting Requirement	Costed Action Plan (for 2000 – 2001 allocation)	Interim Report on Progress (for 2000 – 2001 allocation)	Updated Costed Action Plan (for 2001 – 2002 allocation)	Final Report (for 2001 – 2002 allocation)
	Deadline	three months after the first visit of facilitator	after funding has been spent and no later than 31 Jan 2002	31 July 2002	after funding has been spent and no later than 31 Jan 2003
Facilitators	Reporting Requirement	First Visit Report (for 2000 – 2001 work)	Facilitator Report (for 2000 – 2001 work)	Visit Report (for every visit funded from the 2001 – 2002 allocation)	Facilitator Report (for 2001 – 2002 work)
	Deadline	within seven days of the first visit taking place	after funding has been spent and no later than 31 Jan 2002	within seven days of every visit to a provider	after funding has been spent and no later than 31 Jan 2003

All action plans and reports should be sent to the basic skills quality initiative contact at the Local Learning and Skills Council

Annex E: Providers' Interim Report on Progress

101 Lockhurst Lane
Foleshill, Coventry
CV6 5SF
T 024 7670 3241
F 024 7670 3334

www.lsc.gov.uk
info@lsc.gov.uk

Reference Circular 01/XX

Provider
Name of basic skills quality initiative co-ordinator
Contact tel. no.
Name of facilitator
Date of first visit
Date activities completed
Number of visits made by the facilitator
Number of days used by facilitator
Number of days used in-house by staff
Did staff from the institution attend a Council-funded, AoC-managed BSQI training and development event? yes* no* *please delete as applicable



Learning+Skills Council

*Please note the report is intended to provide a snapshot of your institution's progress to date. Some providers coming late to the initiative may have less progress to report than those who have worked for some time with their facilitator. All institutions, however, are required to complete an interim report. You should submit an interim report to your local council as soon as you have spent all your allocation and no later than **Thursday 31 January 2002**. Please complete each section.*

Section 1 – Evaluation of progress made towards reaching the targets identified in the institution's action plan.

In the spaces below (continue on a separate sheet if necessary) please provide:

- The targets you prioritised in your action plan
- An evaluation of the progress you have made towards reaching each target
- The evidence to support your evaluation

Target:

Evaluation of progress:

Evidence:

Target:

Evaluation of progress:

Evidence:

Section 2 – Identification of factors which have helped or hindered progress towards reaching your targets

Please use the spaces below (continue on a separate sheet if necessary) to list the main factors which, in your opinion, have helped or hindered the progress you have made towards reaching the targets in your Basic Skills action plan.

Factors which have helped:

1)

2)

3)

4)

Factors which have hindered:

1)

2)

3)

4)

Section 3 – Evaluation of the usefulness of the resources provided by the Basic Skills Quality Initiative

Please complete the following questionnaire

How useful were the materials?

very ☐ quite ☐ not very ☐ not at all ☐

Comments

How useful was the facilitator?

very ☐ quite ☐ not very ☐ not at all ☐

Comments

How useful was the funding to release staff to work on the initiative?

very ☐ quite ☐ not very ☐ not at all ☐

Comments

How useful was the six-stage process for bringing about improvement?

very ☐ quite ☐ not very ☐ not at all ☐

Comments

How many members of staff have attended a Council funded, AoC managed training and development event?

Number

Of those who attended, how many found the event (please insert number in appropriate box)

very useful ☐ quite useful ☐ not very useful ☐ of no use at all ☐

Comments

Would you recommend the basic skills quality initiative to those providers who are not currently participating in it?

definitely ☐ probably ☐ probably not ☐ definitely not ☐

Comments

Section 4 – Planning

Please use the space below (continue on a separate sheet if necessary) to list the priorities you have identified within your basic skills provision for further action.

Priorities:

1)

2)

3)

4)

5)

Signature of principal

Printed name of principal

Date

Template for Providers’ Updated Basic Skills Quality Initiative Costed Action Plans

Aims of the action plan: these should summarise the main intended outcomes of the development activity

Strengths and/or weaknesses to be improved	Targets	Actions	Responsibilities	Timescales	Resources	Costings	Evaluation
These should be specific, clearly stated and linked to the reasons for allocation of funding. For example, issues identified during inspection and/or concerns identified during provider reviews.	These should be SMART. They should state the goals that staff will work towards.	These should be specific, clearly relevant to a stated strength or weakness, and contribute directly to the intended improvement.	These should identify the post holders accountable for achieving the targets.	These should be realistic and achievable. They should include milestones and completion dates.	These should identify the resources needed to implement the actions. They should also include all of the relevant sources of help, both internal and external to the organisation. They should be sufficient to achieve the targets.	These should include the breakdown of costs relating to each of the main activities, including the daily rate for staff replacement costs, the nature of consultancies and fee levels.	This should include a description of the evaluation activity and success criteria relating to each target, together with dates and identified post holders. These should be different to the post holders accountable for achieving the targets.

Annex G: Facilitators' Report on Activity 2000-2001

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Foleshill, Coventry
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F 024 7670 3334

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info@lsc.gov.uk

Reference Circular 01/XX

Name of facilitator
Provider
Name of basic skills quality initiative co-ordinator
Contact tel. no.
Date of first visit
Date activities completed
Number of days used by facilitator
Number of days used in-house by staff
Did staff from the institution attend a Council-funded, AoC-managed BSQI training and development event? yes* no* *please delete as applicable



Learning+Skills Council

Section 1 – Activities undertaken

Please list below (continue on a separate sheet if necessary) the types of activity you have undertaken with the provider

--

Section 2 – The resources of the basic skills quality initiative

How useful were the materials?

very ☐ quite ☐ not very ☐ not at all ☐

Comments

How useful was the six-stage process for bringing about improvement?

very ☐ quite ☐ not very ☐ not at all ☐

Comments

How useful did you find staff attendance at a Council-funded AoC-managed BSQI training event to you in your role as a facilitator?

very ☐ quite ☐ not very ☐ not at all ☐

Comments

Section 3 – Review and evaluation

Please describe below (continue on a separate sheet if necessary) the factors which helped and hindered you in your role as a facilitator

Factors which have helped:

Factors which have hindered:

Section 4 – Your comments

Please record in the space below (continue on a separate sheet if necessary) any additional comments you wish to make about your role as a facilitator for the basic skills quality initiative.

Signature of Facilitator
Printed Name of Facilitator
Date

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Reference CIRC/0052/01